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COMDTINST M11240.9B AUG. 19 1997

#### **COMMANDANT INSTRUCTION M11240.9B**

**Subj: MOTOR VEHICLE MANUAL** 

- **A.** <u>PURPOSE</u>. This Manual prescribes policies, procedures and responsibilities for the administration of the Coast Guard Motor Vehicle Program.
- **B.** <u>ACTION</u>. Area and District Commanders, Commanders of Maintenance and Logistics Commands, and Commanding Officers of Headquarters Units, Commanding Officers of Integrated Support Commands, Assistant Commandants for Directorates, Chief Counsel, and Special Staff offices at Headquarters shall ensure that the provisions of this Manual are followed in the administration of the Coast Guard Motor Vehicle Program.
- C. <u>DIRECTIVES AFFECTED</u>. COMDTINST M11240.9A is canceled.
- **D.** <u>DISCUSSION</u>. The enclosed Manual clearly defines the functions, responsibilities, policies, and procedures of the Coast Guard Motor Vehicle Program. It adds the requirements for maintaining and updating the Motor Vehicle Database (MVD), and provides added guidance regarding vehicle use, dispatch logs, and justification of underutilized vehicles. Also, staff symbols are changed to reflect the new Headquarters organization, and it removes all references to Activities Europe (ACTEUR).

#### COMDTINST M 11240.9B

- **E. FORMS/REPORTS**. See Section on Forms/Reports at the end of Manual.
  - 1. RCN 11240-1, Forecast of Planned Acquisitions
  - 2. RCN 11240-2, CG Motor Vehicle Utilization Report CG-5368, Exhibit 13-2
  - 3. RCN 11240-3, CG Motor Vehicle Utilization Record CG-5367, Exhibit 13-3
  - 4. RCN 11240-4, Vehicle Acquisition and Disposition Record CG-4327, Exhibit 13-5, (G-ECV-3053) is available from the ELC in Baltimore, MD.
  - 5. RCN 11240-6, Annual Summary Report of Fringe Benefits, Exhibit 5-2
  - 6. RCN 11240-7, Automobile Commuting Use Report, Exhibit 5-2
  - 7. RCN 11240-8, Motor Vehicle Expenditure Report
  - 8. RCN 11240-9, Agency Report of Motor Vehicle Data SF-82 also is available from each GSA Fleet Management Center (FMC).
  - 9. GSA 1781, Motor Vehicle Requisition Deliver Order Invoice is available from each GSA FMC.
  - 10. GSA 494 Monthly Motor Vehicle Use Record, GSA 1152 Motor Vehicle Assignment Receipt, GSA 3478 Motor Vehicle Service Authorization, and GSA 3478A Notice of Overdue inspection, are available from each GSA FMC.
  - 11. SF-91, Operators Report of Motor Vehicle Accidents and SG-94 Statement of Witness are available from each GSA FMC.
  - 12. Home-To-Work Daily Vehicle Usage Report, Exhibit 5-1
  - 13. Motor Vehicle Dispatch Log, Exhibit 8-1
  - 14. Motor Vehicle Justification Form, Exhibit 8-2

#### \*Non-Standard Distribution:

B:c (14<sup>th</sup> 10 extra); (5<sup>th</sup>, 7<sup>th</sup>, 7 extra); (13<sup>th</sup> 4 extra); (9<sup>th</sup> 3 extra); (1<sup>st</sup> 2 extra); h (Cape May1 extra).

C:I Rio Vista and Point Allerton only.

R. K. JONES Director of Logistics

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#### **CHAPTER 1. GENERAL**

#### A. INTRODUCTION.

- 1. <u>Policy and Procedures</u>. This manual prescribes policies, responsibilities and procedural requirements for implementing Government-wide regulations pertaining to official use and management of Coast Guard (CG) owned and leased motor vehicles, including use for Home-To-Work (H-T-W) transportation. The policies and procedures are mandatory for CG units. Where conflicts exist between this manual and other CG publications, the provisions of this manual will apply.
- **2.** Exempt Vehicles. Vehicles purchased or leased with non-appropriated funds are exempt from these regulations.

#### B. SCOPE.

- 1. <u>Provisions</u> of this manual apply to the use of Government motor vehicles by CG employees or contractors, whether or not the transportation is provided by Government drivers or chauffeurs. Except as specifically noted, this manual does not apply to either (1) the use of Government passenger vehicles in conjunction with official travel to perform temporary duty assignments (TAD) away from place of employment, or (2) the use of privately owned vehicles (POV). Regulations covering the use of Government passenger vehicles for TAD assignments away from the place of employment are contained in the JFTR, Chapter 3.
- 2. Public Law 99-272 (Title XV, Subtitle C, Motor Vehicle Expenditure Control, dated April 8, 1986) requires each executive agency to designate one office or official to oversee the motor vehicle operations of the agency and to serve as the contact point for the agency's fleet operations, related activities, and reporting requirements. Commandant (G-SLP) is the point of contact for the Coast Guard.
- **3.** Any requests for General Services Agency (GSA) Interagency Fleet Management Systems (IFMS) vehicle support, commercial leasing authorization, exemption to official vehicle identification, and certification for larger than compact vehicles, shall have the concurrence of G-SLP and the DOT Central Motor Vehicle Contact Point (M-70).

#### C. RESPONSIBILITIES.

#### 1. Headquarters.

- a. Commandant (G-S) will provide overall management of the CG motor vehicle program, ensuring that policy, procedures, functional assignments and responsibilities are developed as indicated below:
  - (1) Plan, direct, coordinate and periodically evaluate the agency-wide motor fleet program
  - (2) Develop general guidelines for the acquisition, utilization and disposal of motor vehicles
  - (3) Ensure that no more than 25% of the CG owned general purpose vehicles are replaced in one fiscal year
  - (4) Ensure that CG owned general purpose motor vehicles are acquired only after receiving Congressional budget authorization
  - (5) Establish necessary reporting procedures to determine the efficiency and economy of the CG motor vehicle operation. Recommend or effect actions as may be required to ensure the maximum utilization of motor vehicles, related manpower and funds
  - (6) Develop, consolidate and defend budget estimates for all direct costs in connection with the CG motor vehicle program
  - (7) Develop and establish standards and guidelines for an effective preventive maintenance program for CG owned vehicles. This includes monitoring of maintenance performed on GSA leased vehicles
  - (8) Maintain a motor vehicle database to monitor motor vehicle inventories, utilization, and justifications. Refer to Chapter 8 for specifics concerning the motor vehicle database.

- b. <u>Commandant (G-CFP)</u> will plan, direct, coordinate and periodically evaluate the CG motor vehicle energy conservation program and Commandant (G-O) will maintain liaison with DOT regarding the misuse of Government vehicles.
- c. <u>Commandant (G-WKS)</u> establishes policy and guidance for traffic safety program activities which include but are not limited to outlining the basic program elements, training requirements, and specific field responsibilities. Commandant (G-WKS) also develops standards for the acquisition of emergency response/rescue vehicles in coordination with other interested headquarters program managers. See COMDTINST M5100.47, Chapter 10, for additional information.
  - (1) Administer and monitor the CG personnel licensing program through existing service record procedures.
  - (2) Plan, direct, coordinate and periodically evaluate the administration of the Morale Welfare Recreation (MWR) motor vehicle program.
- d. <u>Commandant (G-CRC)</u> will develop specific administrative procedures for funding motor vehicle acquisition, disposals, and GSA commercial leasing. Provide guidelines for inventory management, logistic support, and cost for property accountability of CG owned, GSA and commercially leased vehicles. These procedures include, but shall not be limited to, investigation of excess cost, cost studies, and examination of monthly GSA Simplified Intragovernmental Billing and Collection System (SIBAC) cost.
- e. <u>Commandant (G-L)</u> will provide legal interpretations of vehicle regulations and deny, settle, or approve payment of claims arising from the use of CG owned or leased vehicles in accordance with the delegation of authority contained in the CG Claims and Litigation Manual, COMDTINST M5890.9 (series).
- f. Commandant (G-WKS) will develop a program for the surveillance and analysis of motor vehicle accidents, identify unsafe driver practices, and recommend corrective action as necessary. G-WKS will also:

- (1) Develop standards for the safe operation of motor vehicles
- (2) Develop standards for the acquisition of emergency/rescue vehicles in coordination with other interested program and support program managers
- (3) Develop standards for the selection of qualified motor vehicle operators to reduce personnel injury and property damage
- (4) Establish procedures for verifying qualifications for driver licensing (including procedures for Special Purpose Motorized Equipment (SPME) testing if necessary) to support Commandant (G-W) licensing program.
- g. <u>Program Directors and Program Managers</u> shall develop criteria for establishment of vehicle allowances and vehicle types based upon mission requirements and GSA standards. Advise units of new program initiatives which necessitate an adjustment to vehicle allowances for activities under their program.

#### 2. Field.

- a. <u>MLC Commanders, Integrated Support Commands (ISC's)</u> <u>and Commanding Officers of Headquarters units shall:</u>
  - (1) Exercise general management control over the motor vehicle program within their area
  - (2) Determine current and projected needs for vehicles based upon Program Manager recommendations
  - (3) Approve and direct general and special purpose motor vehicle acquisitions and maintain an effective vehicle replacement program
  - (4) Establish and maintain fleet management records for utilization of assigned vehicles, including CG owned, GSA, and commercially leased vehicles
  - (5) Ensure the motor vehicle database is updated quarterly and forwarded to G-SLP within 15 days of the end of the quarter. Refer to Chapter 8

- (6) Establish and maintain an effective preventive maintenance program for CG owned vehicles and ensure compliance with GSA instructions for maintenance of IFMS vehicle
- (7) Ensure that data included on vehicle reports is current and accurate and conduct an independent physical inventory of all vehicles on hand. Reconcile the count with detailed motor vehicle records, determining responsibility for missing vehicles, and recommend disciplinary action where appropriate
- (8) Publish guidance to ensure that maintenance on GSA vehicles is performed at the nearest IFMS Fleet Management Center (FMC) or commercial garage under GSA contract
- (9) Publish guidance to ensure that keys and credit cards are afforded an adequate degree of protection both during and after working hours
- (10) Publish guidance to ensure that the DOT license tag program is managed in accordance with this manual
- (11) Publish guidance to ensure that vehicles under their control are used only for official purposes
- (12) Conduct or aid in conducting periodic evaluations of program performance and effectiveness
- (13) Have available and be familiar with the requirements of 41 Code of Federal Regulations (CFR), Chapter 101, Federal Property Management Regulations (FPMR), Sub Parts 101-38 and 101-39
- (14) Classify motor vehicles as either "general purpose" or "SPME" in accordance with the definitions prescribed in this manual
- (15) Supervise and conduct appropriate investigations pertaining to misuse of Government vehicles
- (16) Develop and carry out training plans for SPME operators and manage training as required by specific program managers

- (17) Supervise and conduct the licensing of SPME Operators within the unit.

  Licensing should be based upon test results and/or verification of qualification or testing in accordance with driver licensing procedures prescribed by Federal and State standards
- (18) Ensure that only qualified operators are authorized to operate SPME
- (19) Establish and maintain records of cost data for acquiring, operating, and maintaining all CG owned, GSA, and commercially leased vehicles under their cognizance
- (20) Evaluate, analyze and interpret vehicle cost data and prepare periodic and special financial management reports for program managers and support managers within their command
- (21) Establish, maintain, and enforce local regulations and procedures for the issuance and control of U.S. Government National Credit Cards and maintain records and monitor the use of these credit cards
- (22) Review the existing vehicle On Line Payment and Accounts System (OPAC) to ensure adequate audit techniques and safeguards exist
- (23) Provide legal interpretation of vehicle regulations. Deny, settle, or approve payment of claims arising from the use of CG owned or leased vehicles in accordance with the delegation of authority contained in the CG Claims and Litigation Manual, COMDTINST, M5890.9 (series)
- (24) Implement a program for the surveillance and analysis of motor vehicle accidents and identification of unsafe driver practices. Ensure corrective action as necessary.

#### b. Motor Vehicle Operators Shall:

- (1) Operate vehicles in a safe and prudent manner
- (2) Ensure all vehicles are in safe and operable condition

- (3) Report vehicles that are in unsafe operating condition to the MFM
- (4) Comply with all applicable municipal, state, and Federal motor vehicle regulations
- (5) Ensure that vehicles and their contents are properly secure when they are left unattended
- (6) Promptly report accidents to the MFM.

### D. <u>VEHICLE ALLOWANCES</u>.

- 1. <u>Established Allowances</u> means that each Area, District and MLC Commander, and Commanding Officers ISCs, Headquarters Units, and Operational Units have responsibilities for establishing allowances for purchasing and maintaining both general purpose vehicles and SPME. The allowance established shall be based on true operational requirements and shall be reevaluated at least semiannually. The following factors/guidelines shall be considered when establishing vehicle allowances:
  - (a) Mission
  - (b) Utilization
  - (c) Cost effectiveness
  - (d) Practicality
- **2.** <u>Additional Allowances</u> can be established by Area, District and MLC Commanders, and Commanding Officers of ISCs and Headquarters Units, and Operational Units for their commands.

# CHAPTER 2. GENERAL PURPOSE MOTOR VEHICLE ACQUISITION, REPLACEMENT AND DISPOSAL

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#### CHAPTER 2. VEHICLE ACQUISITION, REPLACEMENT AND DISPOSAL

#### A. INTRODUCTION.

- A. <u>Congressional Authorization Requirements</u>. Section 16 of the Administrative Expense Act of 1946 (31 U.S.C. 1343) provides that an appropriation may be extended to purchase or lease passenger motor vehicles only for the use of the President, the Secretaries to the President, the heads of executive departments listed in 5 U.S.C. Section 101, or as specifically provided by law. Additionally, for the purposes of this Act, purchase is defined to include any CG acquisition of passenger motor vehicles by transfer from another department of the Government.
- **B.** <u>Acquisition</u> requirements shall be met by GSA vehicles whenever possible. As a matter of policy, GSA vehicles shall be used to meet CG allowance requirements, whenever possible. General guidance concerning vehicle acquisition is as follows:
  - 1. Vehicle Acquired For CG Use shall be limited to the minimum body and engine size, maximum fuel efficiency, and minimum operational equipment necessary to fulfill the operational need for which that vehicle was acquired. This policy applies without regard to method of acquisition or method of financing. In the case of passenger motor vehicles, this means using a Class II (compact) vehicle or smaller except if the vehicle is to be used for law enforcement purposes. Regulations concerning the proper size of passenger motor vehicles can be found in the 41 CFR 101-38.102. All requests for Class III or larger vehicles for law enforcement shall be submitted to Commandant (G-SLP), Logistics Policy Division, for review and forwarded through Central Motor Vehicle Control Point (DOT M-70) to GSA for approval. Refer to the COMDTINST M5530.1A, Physical Security Manual, for additional requirements for law enforcement vehicles.
  - 2. <u>Vehicles May Be Rented</u> to satisfy temporary peak work loads, unusual requirements, or emergencies within funding and GSA size limitations, for periods not

established allowances. This type of acquisition shall be accomplished by borrowing from other government agencies, hiring dispatch vehicles from GSA IFMS, using privately owned vehicles on a reimbursable basis, or commercial rental.

- 3. <u>Acquisition or Disposal</u> of CG owned vehicles shall be reported to Commandant (G-SLP) using Vehicle Acquisition/Disposition Report CG Form 4327.
- 4. <u>Vehicles Acquired To Fulfill Authorized Allowances</u> shall be obtained from the following sources:
  - a. IFMS
  - b. Commercial leases
  - c. Excess property acquisitions
  - d. CG purchase.

#### A. GSA IFMS.

- 1. <u>GSA IFMS is the Primary Source</u> for acquiring Government motor vehicles for official purposes. These include vehicles which are stored, garaged, or operated within the boundaries and control of the IFMS. However, in certain situations, vehicles may be acquired from other sources if GSA is unable to supply our needs. These situations are:
  - a. GSA has granted written authority to acquire a vehicle from another source (such as, commercial leasing, agency owned or POV), or
  - b. Vehicles are stored, garaged, and operated outside the geographical boundaries of the IFMS.
  - c. Alternative fuel vehicles are not in stock at GSA.
- **2.** <u>Motor Vehicles and Related Services</u> of the GSA IFMS are provided to requesting agencies under the following procedures: (When requests are received, priority shall be given to a fully participating agency over an other than fully participating agencies except in cases of exemptions).

- a. Exemptions are for vehicles located in remote areas designated for deployment overseas and vehicles assigned overseas. Requests for exemptions shall be submitted to G-SLP through the local MFM.
- b. Commercial authorization by GSA to purchase or lease motor vehicles because GSA IFMS was unable to satisfy our requirements.
- c. Fully participating CG units may request indefinite assignment of motor vehicles, regardless of number from the supporting GSA IFMS FMC at least eight months prior to the time the vehicle is required. If the required vehicles are not available, a written request shall be sent to Commandant (G-SLP) and forwarded to General Services Administration Attn: FBF, Washington, DC, 20406, through the DOT Motor Vehicle Management Contact Point (M-70). To be considered, each request shall include the following:
  - (1) Certification that concurrence was obtained from the designated CG fleet manager and other designated means of transportation are not feasible or cost effective; and
  - (2) The number and types of vehicles required. Passenger vehicles are limited to compact or smaller unless the agency head or designee has certified that larger vehicles are essential to the CG's mission
  - (3) Location/site where the vehicle will be operated
  - (4) Date Required
  - (5) Anticipated length of assignment
  - (6) Projected utilization, normally 1,000 miles per month or 12,000 miles per year
  - (7) Certification of funding OPFAC and Program Element
  - (8) Billing office address code (BOAC)

- (9) CG unit point of contact, including name, address, and telephone number
- (10) Statement that CG unit does or does not request authority to commercially lease, anticipated duration of the lease, should GSA IFMS FMC be unable to provide the vehicle
- (11) Indication that the unit is a fully participating activity with GSA IFMS.
- d. CG units are not classified as fully participating if:
  - (1) With the exception of vehicles determined exempt by the GSA FMC, the CG unit acquired vehicles from sources other than GSA for reasons other than the ability of GSA to provide required vehicles.
  - (2) Cost reimbursable contractors were authorized to utilize GSA IFMS motor vehicles when representing a fully participating unit.
- e. The supporting GSA IFMS will ascertain vehicle availability, regardless of the number required, for other than fully participating units. If the vehicles are available, assignment shall be made. When supporting GSA IFMS determines that requested vehicles are not available, the MFM shall make a record of contact to document compliance within the mandatory first source of supply requirement. Units shall submit written requests to Commandant (G-SLP) to be forwarded to GSA Attn: FBF, Washington, DC, 20406, through DOT Motor Vehicle Management Contact Point (M-70). These requests must meet the following criteria:
  - (1) Ensure applicable procurement, Federal acquisition, and internal agency acquisition regulations are observed
  - (2) Ensure requirements of 41 CFR Part 101-38 regarding fuel economy, Government identification and markings are adhered to

- (3) If a unit that is not fully participating chooses not to commercially lease, the unit may utilize the procedures for fully participating units outlined in paragraph 2.B.2.c of this chapter. The unit does this with the understanding that fully participating units will receive first consideration.
- 3. **Replacement of GSA Assigned Vehicles:** IFMS FMC will notify the CG MFM of the date when GSA assigned vehicles are due for replacements. IFMS FMC passenger vehicles are normally rotated or replaced every three (3) years or 60,000 miles. Upon receipt and turn-in of GSA leased vehicles, operators shall provide the unit's MFM with GSA Form 1152 Assignment/Termination Record.
- 4. <u>Modifications to GSA</u> vehicles or installation of accessory equipment can be accomplished only when approved by IFMS FMC. Requirements for vehicle modification or installation of accessory equipment (except for law enforcement and intelligence vehicles) shall be forwarded to the appropriate IFMS FMC. Law enforcement and intelligence vehicle requirements must be forwarded to Commandant (G-SLP) via Commandant (G-OIS) for review and forwarded to Headquarters GSA through Central Motor Vehicle Control Point DOT (M-70) for approval.

#### C. COMMERCIAL LEASING PROGRAM.

- 1. <u>Commercial Leasing</u>. MFMs shall ensure that a copy of each commercial lease entered into during a fiscal year or extended into a fiscal year by virtue of renewal is forwarded to Commandant (G-SLP) promptly upon placement. Do not forward any copies of the commercial lease to GSA. Commercial lease requirements exceeding 60 days shall be included in the Annual Forecast of Planned Motor Vehicle Acquisition.
- **2.** <u>Temporary Duty Assignment (TAD).</u> Federal Employees on TAD requiring short-term use of vehicles in the destination areas shall obtain service directly from the appropriate sources listed in the Federal Travel Directory. All vehicle mishaps shall be reported in accordance with Chapter 11 of this instruction.

**3.** <u>Charter Service.</u> Units using charter services are not required to submit reports or obtain the specific commercial leasing authorization stated above.

#### D. EXCESS PROPERTY ACQUISITION.

- 1. <u>Acquiring An Excess Passenger Motor Vehicle</u>. MFMs, having a temporary emergency need for passenger vehicles, shall obtain vehicles from excess when they are not available from GSA IFMS, prior to leasing vehicles from a private source. Such temporary emergency use shall not exceed a period of three months.
- 2. Reporting Excess Motor Vehicle Acquisitions. Excess passenger motor vehicles shall not be acquired for either new allowances or replacement purposes. District, Area, MLC Commanders, and Commanding Officers of Headquarters, ISCs and operational Units may use property listing to acquire NONPASSENGER SPME to fill established SPME allowances without the approval of the Motor Fleet Administrator. These vehicles must be in service for a minimum of one year.

#### E. <u>CG PROCUREMENT.</u>

#### 1. Procurement Responsibilities and Procedures.

- a. <u>Vehicle Procurement</u> shall be accomplished by the MFM when they are located in an isolated area outside the defined mandatory use service area. MFMs shall:
  - (1) Initiate procurement documents for vehicles
  - (2) Obligate their Allotment Fund Code (AFC) 43 funds for the estimated procurement cost, and submit these procurements directly to:
    - 1. General Services Administration
    - 2. Procurement Operation Division
    - 3. Building 4, Room 611 Crystal Mall
    - 4. Washington, DC 20406
- b. <u>Procurement Request</u> shall be in accordance with the Federal Acquisition Regulations and 41 CFR 101-26.5. Motor Vehicle Requisition-Delivery Order-Invoice (GSA Form 1781) is specifically designed for ordering vehicles and shall be submitted according to:

- (1) Federal Standards (GSA, FSS) #122 (sedan/station wagon), (GSA,FSS) #292 (light Truck 4X4) and (GSA,FSS) #307 (light truck 4X2), item number, options code, special equipment code (when required), and color.
- (2) Procurement requests for vehicles ordered under these standards must contain the following statement: "This vehicle represents the minimum capacity/performance which satisfies the Federal Energy Conservation Requirements of overall safety, fuel economy, and efficiency."
- (3) Commercial Standard Vehicles: Reference the Interim Federal Specification, e.g., KKK-T- 00..., that best describes the vehicle you wish to order. Furnish the Ordering Data Section 6.1 of GSA Form 1781 of the referenced specification with your request. This information will enable GSA to prepare the purchase description required for procurement.
- (4) Military Standard Vehicles: The appropriate nomenclature, model number and MILSPEC are to be shown.
- (5) Special Design Vehicles: Submit a purchase description in remarks Section 6.1 of GSA Form 1781.
- (6) Transportation Consignment Data: Foreign exports (including Alaska and Hawaii) including the consignment instructions as follows: "Ship, VIA DTS (Defense Transportation System)" Military Ocean Terminal, to (insert OPFAC number with a "Z" prefix; name to overseas CG units; geographic location if the unit receives materials direct; e.g., "Z46000 USCG Integrated Support Center Kodiak, AK"). If the unit receives its transportation support through another CG unit or DOD activity, insert the pertinent DOD activity address code if known, name of the supporting CG unit or DOD activity, geographic location, marked "For" the receiving unit; (e.g., "Z46000 USCG Integrated Support Center, Kodiak, AK, for Z40198 LORSTA Port Clearance, AK").

- (7) Domestic: For vehicles procured for use within Continental United States (CONUS), indicate the complete and accurate freight address to which the vehicle(s) should be shipped.
- (8) When vehicles are ordered for use outside CONUS, include the following statement on the Procurement Request: "GSA vehicle and equipment inspection is requested to ensure compliance with manufacturer's warranties, and with emission, safety, and other standards, as applicable."
- (9) State whether the vehicle is being ordered to replace an existing vehicle, or to fill an approved allowance. If for replacement, indicate the tag number of the vehicle being replaced.
- (10) Vehicles will be painted a single color, as listed in Federal Standard 595. Lettering or marking will not be done by the vehicle manufacturer on vehicles listed in the Federal Standards. Such marking will be done after receipt of the vehicle at the shipping destination. Vehicles, other than those listed in the Federal Standards, will have lettering requirements included in the specifications under which the vehicles are procured. Color of vehicles is to be as indicated in the latest edition of the CG Coatings and Color Manual, COMDTINST M10360.3 (series). Undercoating will be done upon request if required.

#### 2. Delivery Times.

a. <u>Procurement Schedule.</u> The 41 CFR 101.26.102-3 prescribes a complicated time schedule for procurement of Federal Standard vehicles. It is designed to make purchases in large volume at a time when prices are lowest.

- 3. Procurement Planning should take into account that vehicles are generally procured by means of formal solicitation and require 10-12 months from the initial request until delivery. Some vehicles may be procured in less time, if GSA grants authority for a negotiated procurement under 48 CFR 6.3, "circumstances permitting negotiation". For GSA to grant this authority, the requester must cite and justify evidence of prevailing special circumstances precluding formal advertisement. One case where such circumstances may be cited in order to request a GSA determination for negotiated procurement authority is covered by 48 CFR 6.302-2, "Public Exigency (urgency)". This method requires MFMs to forward the following data to GSA Headquarters, via Commandant (G-SLP):
  - a. A justification statement that either a human casualty or an expected loss may result to the Government from a compelling urgency, if the procurement is not made by the time requested
  - b. Date the requirement first became known
  - c. Date that delivery is required
  - d. Date of delivery quoted by your local GSA IFMS
  - e. Name and address of available local source of supply
  - f. Price and delivery date quoted by the supply sources
  - g. Source of funds available for the procurement
  - h. An engineering specification describing the vehicle(s) required.

#### F. REPLACEMENT.

#### 1. Discussion.

a. <u>Replacement Standards.</u> CG owned and commercially leased vehicles shall be replaced in accordance with the mileage and age replacement standards detailed in paragraph F.2.

- b. <u>Extended Service Life</u>. MFMs shall, on a case by case basis, extend the service life of CG owned vehicles which meet or exceed replacement standards when the vehicles are mechanically sound and economical to operate.
- c. <u>Early Replacement.</u> If a vehicle was wrecked or damaged beyond economical repair (including unusual wear caused by abnormal operating conditions), it may be replaced without regard to the mileage and age limitations after certification to that effect by the MFM.

#### 2. Mileage and Age Standards.

- a. <u>Standards</u> listed below are consistent with 41 CFR 101-38.4 and shall apply to general purpose motor vehicles:
  - (1) Sedans and station wagons may be replaced when they have been operated for three years or 60,000 miles, whichever occurs first.
  - (2) Ambulances may be replaced when they have been operated for seven years or 60,000 miles, whichever occurs first.
  - (3) Buses for eleven or more passengers may be replaced when they have been operated eight years or have been operated the following number of miles:

TYPE VEHICLE	<b>MILES</b>
Intercity-bus	280,000
City-bus	150,000
School-bus	80,000

(4) Light Trucks (4X4/4X2) may be replaced when they have been operated:

<b>Maximum Gross</b>	Total	Total	Pay Load
Vehicle Weight	<b>Years</b>	<b>Miles</b>	Rating
12,500	6	50,000	1 ton or less
12,500-16,999	7	60,000	1 1/2 -3 ton
17,000 and over	9	80,000	3 tons or more

#### G. DISPOSAL OF CG OWNED VEHICLES.

- 1. <u>Disposal of Excess/Surplus Motor Vehicles</u>. When a CG owned general purpose or special purpose motor vehicle is replaced or becomes excessed, the old vehicle, whether domestic or foreign, shall be disposed of under the excess property or exchange/sale authority. It is CG policy that all domestic vehicles be reported to GSA and foreign service vehicles be turned over to the State Department for sale, and that the proceeds be applied to the acquisition cost of the replacement vehicle. The proceeds from vehicle sales will be available for use in acquisition of a like vehicle during the current fiscal year and one fiscal year after the excessed vehicle was sold. 41 CFR 101-46 discusses exchange/sale of motor vehicle procedures.
- **Title** to CG owned vehicle(s) disposed of by either of the above methods shall be transferred on United States Government Certificate of Release of Motor Vehicles (SF-97), and Agency Record Copy of the United States Government Certificate of Release of a Motor Vehicle (SF-97A). Instructions for preparation and distribution of the SF-97 and SF-97A are in 41 CFR 101-38.7.
- **Disposal of U.S. Government License Tags**. When a vehicle is permanently removed from service, the U.S. Government license tags and all identification markings shall be removed and destroyed prior to transfer of title. When a vehicle is transferred to another Government agency, the license tags, and the DOT and CG identification shall be removed and destroyed. Additionally, a disposition report (CG 4327) shall be submitted to Commandant (G- SLP).

# CHAPTER 3. SPECIALPURPOSE MOTORIZED EQUIPMENT

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#### CHAPTER 3. SPECIAL PURPOSE MOTORIZED EQUIPMENT

#### A. INTRODUCTION.

- 1. <u>Special Purpose Motorized Equipment (SPME)</u> is any commercially manufactured self-propelled motorized equipment designated for a special purpose (e.g., fire engines, snowplows, road graders, tractors, dozers, or other off-road equipment). The definition also applies to All Terrain Vehicles (ATV), modified golf carts, and similar vehicles, material handling equipment, as well as general purpose motor vehicles which have undergone <u>PERMANENT or MAJOR</u> modification which would preclude further economical use as a general purpose vehicle.
- **Operator Qualification.** MFM's shall ensure SPME operators are fully qualified to operate assigned equipment and possess a valid U.S. Government Motor Vehicle Operator Identification Card, Optional Form 346 (OF 346) issued in accordance with Chapter 10 of this manual.
- **3.** <u>Laws and Regulations.</u> SPME shall be operated in conformance with all Federal, State, County, and Municipal laws, ordinances, and regulations when operated over public roadways. Commanding Officers of units shall ensure an effective training program is implemented for all dangerous motorized equipment.
- **4.** Official U.S. Government License Tags shall be permanently displayed on CG-owned or commercially leased SPME which operate over public roadways to and from job sites. License tags shall not be assigned to SPME solely as a means of identification.

#### B. RESPONSIBILITIES OF MOTOR FLEET MANAGERS (MFMs). Unit MFMs shall:

- 1. <u>Establish</u> minimum use objectives
- 2. <u>Conduct</u> an effective utilization program to ensure maximum efficiency and economy
- **3.** Review/coordinate requests for SPME acquisition and replacement and participate in lease versus purchase studies
- **Prescribe** maintenance and inspection schedules in accordance with the SPME maintenance manual

- **Ensure** that excess items are promptly reported to GSA for interagency utilization screening and disposal
- **6. Record** utilization data (hours, miles, etc.):
  - a. type and cost of maintenance performed
  - b. type and cost of repairs
  - c. other data pertaining to SPME.
- 7. Ensure the safety and preservation of SPME when not in use. The safety of the operator is the primary concern of the Commanding Officer.
- **8. Ensure** SPME operators receive training applicable to the special purpose vehicle. The MFM shall consult the MLC(kse) safety staffs to ensure training, whether formal or onthe-job, is adequate, appropriate, and approved. The Emergency Vehicle Operators Course is available through the local state or DOD military services, and is required for those employees who operate fire engines, ambulances, and law enforcement vehicles.

#### C. <u>UTILIZATION STANDARDS</u>.

- 1. <u>Objectives</u>. MFM's shall establish utilization objectives based upon actual or anticipated use of each item of SPME when more than one item of similar equipment is used.
- **2. Hours of Operation.** SPME odometer readings shall normally be expressed in hours of operation per year. However, other units of measure may be designated if there is a more practical and meaningful way, other than hours of operation.

#### D. ACQUISITION AND REPLACEMENT STANDARDS.

- 1. <u>CG Requirements</u> for SPME shall be fulfilled to the maximum extent by intra-CG reassignments and acquisition from Government excess.
- **2. Replacement** for SPME shall be based upon such factors as:
  - a. Life expectancy
  - b. Cost of repair
  - c. Years of operation

- d. Geographic location/climate conditions
- **e.** Realistic one-time repair limitation based upon the age of the equipment and its replacement cost.
- 3. <u>Lease, Purchase or Replacement of SPME</u>. Prior to the acquisition or replacement of SPME, the MFM shall ensure that a written lease vs purchase determination is made. Compare the cost and availability of commercial rental equipment on an "as needed basis" or contracting the equipment with operator to CG projected purchase price, maintenance cost, operation overhead, depreciation, storage cost, life expectancy and the return from exchange sale value.
- **4. <u>Funding.</u>** MLC Commanders, ISC's and Commanding Officers of Headquarters Units are responsible for approving funding for the initial requisition and replacement of SPME used in the support of their units.

#### E. MAINTENANCE AND OPERATIONAL STANDARDS.

- **1. Equipment History Records** shall be established and maintained for each piece of SPME.
- **2. Preventive Maintenance (PM)** of SPME shall be performed in accordance with standards recommended by the manufacturer's manual and adjusted to terrain and climatic conditions as appropriate. Establish and maintain a PM record containing the maintenance history on each piece of SPME.
- **3.** <u>Notification System</u>. MFM's shall establish a system to advise vehicle operations of PM and safety inspection schedules.
- **4.** <u>Life Expectancy</u>. SPME may be operated beyond its economical life expectancy (IAW Manufacturers Maintenance Manual) or until maintenance and repair costs become excessive.

#### F. DISPOSAL.

1. <u>Replacement or Excessed SPME</u> shall be disposed of under the GSA excess property or exchange/sale authority prescribed in 41 CFR 101-46. It is CG policy that all excessed SPME be reported to GSA.

- **2.** Transfer of Title. The MFM shall prepare a SF-97 or SF-97A, Certificate of Release of Motor Vehicle in accordance with 41 CFR 101-43 upon sale or transfer of SPME.
- **3.** <u>Scrap Sales</u>. When GSA releases SPME for scrap sale, the SF-97 and SF-97A should be annotated as follows "Vehicle sold is not in condition for highway use".

# **CHAPTER 4. ENERGY CONSERVATION**

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#### **CHAPTER 4. ENERGY CONSERVATION**

- A. <u>INTRODUCTION</u>. In support of the President's program to reduce energy consumption, this chapter provides policies and procedures related to the GSA motor vehicle procurement and leasing program. It also defines requirements and guidelines for energy conservation in motor vehicles used for official purposes by the Federal Government. This applies to CG units located in the United States, its territories, or possessions of the United States which operate Government-owned, leased, or rented motor vehicles in the conduct of official business. MLC Commanders, ISC's and local unit Commanding Officers, and Commanding Officers of Headquarters units, will comply with the requirements and guidelines of this chapter so that maximum energy conservation benefits may be realized in the acquisition, operation, and management of Government-owned or leased motor vehicles.
- **B.** OBJECTIVES. In compliance with Executive Orders 11912 and 12375, GSA administers a consolidated Federal Fleet plan for passenger automobiles and light trucks acquired by Federal Agencies. The plan is based on forecast of total passenger automobile and light truck requirements by vehicle class submitted by Commandant (G-SLP). This forecast substantiates the acquisition plan and confirms CG will achieve the fleet average fuel economy for the applicable fiscal year.
- C. <u>THE FEDERAL FLEET PLAN</u> enables GSA to predict each agency's total fleet average fuel economy to be achieved by the end of the fiscal year. It also enables GSA to provide management assistance to agencies to assure compliance.
- **D.** <u>GOALS</u>. It is the Commandant's policy to fully support the national energy conservation goals. In order to implement this policy, Commanders and Commanding Officers shall take administrative steps to ensure the following guidelines are met:
  - 1. <u>Mandatory Provisions</u>. 31 U.S.C. 1344, 1349 and 18 U.S.C. 641 defines the use of motor vehicles for official purpose. Except for those vehicles exempt under the provisions of 41 CFR 101-38.103, all motor vehicles acquired by CG for official purposes shall be selected for maximum fuel efficiency, be limited to the minimum body and engine size, and contain only the optional equipment necessary to meet CG requirements. Passenger automobiles shall be classified according to the current edition of Federal Standard No 122.

- **Replacement of Class IV and V Sedans** with class II or smaller sedans unless a class III is absolutely essential to the CG mission and certified accordingly to GSA.
- **3.** Acquisition of Fuel-Efficient Passenger Automobiles by unit MFMs shall be limited to Class IA (small), IB (subcompact), or II (compact) unless CG certifies to GSA that a larger vehicle is essential to the agencies mission. The certification shall indicate the reason for requiring a vehicle larger than a compact.
- 4. Elimination of the Use of Government Limousines (Class V) and Large Sedans (Class IV). Exceptions shall be made only for the President and Vice President and for security and highly essential needs. MFMs shall submit certification to Commandant (G-SLP) for review and submittal to GSA Headquarters through Central Motor Vehicle Control Point DOT (M-70) for approval.

### **CHAPTER 5. MOTOR VEHICLE OPERATIONS**

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#### **CHAPTER 5. MOTOR VEHICLE OPERATIONS**

**A.** <u>INTRODUCTION</u>. This chapter provides detailed guidance regarding the operation of appropriated funded and MWR program motor vehicles. In addition, detailed guidance for pooling, dispatching, and bus transportation services is included.

#### B. APPROPRIATED FUNDED VEHICLES.

1. Policy. Government motor vehicles operated by employees or contractors shall be used for official purposes only. Employees or contractors shall not authorize others to use Government motor vehicles for other than official purposes. Generally, each employee or contractor is responsible for his or her own transportation to the work place. Government motor vehicles shall not be used for Home-to-Work (H-T-W) transportation unless such use is expressly authorized and approved in writing according to the procedures in this chapter. Comptroller General's Decision has ruled that the Government driver or a chauffeur service for home-to-airport or other embarkation or debarkation points (such as bus terminals or train stations) when on official travel is authorized. However, Government driver or chauffeur service must be advantageous to the Government and not exceed commercial carrier fares.

#### 2. Authorized Use.

- a. Government Owned or Leased Motor Vehicles. Employees entrusted with Government owned or leased motor vehicles are responsible for their proper care, operation, maintenance and protection. Units are responsible for control and use of assigned vehicles at all times. Exhibit 5-1, H-T-W Daily Vehicle Usage Report is provided for ensuring proper documentation is kept for H-T-W vehicles.
- b. Transportation may be provided for Government documents, equipment, or supplies.
- c. Transportation of Military and Civilian Personnel may be provided to and from official functions (including those which occur in the evening) provided that such transportation begins and ends at the work place or other official duty stations. Under no circumstances would it be appropriate to use the vehicle to pick up or return a passenger, other than the Commandant, at or to a place other than work place.

- d. Transportation May Be Provided for authorized activities such as athletics, morale, welfare, recruiting and the Chaplain's program.
- e. Public Ceremonies. Transportation may be provided for civilian and military personnel participating in or attending official public ceremonies, parades and demonstrations.
- **3.** <u>Approval of Use of Government Motor Vehicles.</u> MLC Commanders, ISCs and local Commanding Officers, Commanding Officers of Headquarters Units, and their designated representative are authorized to approve the use of Government owned vehicles for official purpose.

# 4. <u>Approval Requirements for Home-to-Work Transportation Other than the Commandant (14 USC 1334).</u>

- a. Home-to-Work Transportation:
  - (1) Public Law 99-550 which amended 31 U.S.C 1344, Passenger Carrier Use, made a number of changes which affect H-T-W transportation.

  - (3) This regulation does not apply to the use of a Government vehicle in conjunction with official travel to perform TAD assignments away from a designated or regular place of employment. Guidance covering this subject can be found in the JFTR, Chapter 3.

(4) H-T-W transportation must be advantageous to the Government. Such transportation must be documented each time the vehicle is used. Documentation may be accomplished through the use of daily motor vehicle dispatch logs or other methods which show the name and title of employee (or other identification, if confidential), name and title of person authorizing use, vehicle identification, circumstance requiring H-T-W transportation, beginning and ending date/time, beginning and ending destination, and beginning and ending mileage (odometer reading). Retention of this information shall be maintained for a minimum of three years from the date of travel.

#### b. H-T-W Transportation for Field Work or Law Enforcement:

- (1) This guidance applies to all H-T-W transportation that is:
  - (a) required for the performance of FIELD WORK, or,
  - (b) LAW ENFORCEMENT essential for the safe and efficient performance of intelligence, counter intelligence protective services, or criminal law enforcement duties. This provision applies regardless of the frequency or duration of such usage.
- (2) These procedures do not affect the provisions set forth in the Joint Federal Travel Regulations for employees on TAD away from their designated or regular place of employment. Such transportation shall be authorized only to the extent that it will substantially increase the efficiency and economy of the Government.
- (3) Approval for H-T-W transportation shall be limited to the period of need and the Secretary will recertify every TWO YEARS. Approvals may be periodically reviewed and canceled in writing if the requirement no longer exists.
- c. <u>Approval Requests</u> of H-T-W transportation for field work or law enforcement must be processed in accordance with the following procedures:

- (1) CG requests for approvals may be made either for:
  - (a) Individuals employees or contractors, or,
  - (b) Categories of employees or contractors.
- (2) Requests shall be submitted by MLCs, ISCs and Commanding Officers of Headquarters Units to Commandant (G-SLP). Each request shall be reviewed by Commandant (G-L) to ensure that a narrow category of employees or contractors is used (e.g., Recruiters, Marine Safety Inspectors, and Law Enforcement). Request should contain adequate information including job titles, the total number of employees or contractors in the category, the operational location and number of personnel requested for approval.
- (3) Commandant (G-SLP) will, after administrative review, submit the requests to Assistant Secretary of Administration for processing and written Secretarial (OST) approval.
- (4) Secretary of Transportation (OST), in accordance with statutory and regulatory requirements, will make a written determination approving:
  - (a) individual employees or contractors, or,
  - (b) categories of employees or contractors as eligible to receive H-T-W transportation for field work or law enforcement.
- d. <u>Minimum Information needed</u> for approval is as follows:
  - (1) Individual Employee or Contractor:
    - (a) Name of CG Unit providing H-T-W transportation
    - (b) Category (field work or law enforcement)
    - (c) Name and job title of the individual employee or contractor
    - (d) Location of both residence and place of employment of the individual employee or contractor.

- (e) Distance between residence and place of employment
- (f) Nature of the individual employee's or contractor's duties
- (g) Justification of the need for H-T-W transportation
- (h) Alternate arrangement considered
- (i) Specified periods for this request (actual period not to exceed two years, whichever is less)
- (j) In the case of an individual contractor, the contract number, name of person, and purpose of contract.

### e. Supervisory Approval for Categories:

- (1) Subsequent to Secretarial approval of a category of employees or contractor as eligible to receive H-T-W transportation for field work or law enforcement, supervisory approval of individual employees or contractors within the category shall be made on an individual case by case basis for CG employees. Supervisory approval authority may not be delegated lower than an office director (or equivalent) at Headquarters, or the head of a field office (or equivalent). For CG contractors, approval authority may not be delegated lower than the cognizant contracting officer technical representative (COTR).
- (2) Supervisory approval authority is necessary for individual employees or contractors within a category that has been approved by the Secretary. At a minimum, the following information should be provided for this purpose. Additionally, information should be readily available for audit at the level where such approvals were made:
  - (a) Name of CG unit
  - (b) Name of approved category

- (c) Name and job title of the individual employee or contractor
- (d) Location of both residence and place of employment of the individual employee or contractor
- (e) Distance between residence and place of employment
- (f) Period approval is in effect (actual period of need or two years, whichever is less)
- (g) Name and title of supervisory approval authority
- (h) Date of approval action
- (i) Date of last recertification of continuing requirements for H-T-W transportation.
- f. <u>Approval Request for H-T-W Transportation for clear and present danger</u>, an emergency, or a compelling operational consideration must be processed in accordance with the following:
  - (1) The initial determination approving such transportation may not exceed 15 days. Subsequent determinations, of not more than 90 calendar days, may be made as long as the underlying circumstances continue to exist. Authority to make such determinations may not be delegated below the Secretary.
  - (2) Procedures for preparing this type request should be in a similar manner as a request for field work and law enforcement. The minimum information provided with the approval request for H-T-W transportation should be the same as required for field work or law enforcement.
  - (3) The justification of need in the approval request must satisfy the applicable requirements contained in the definition of a clear and present danger, an emergency, or a compelling operational consideration.

#### 5. Penalties for Unofficial Use.

- a. <u>CG Employees</u> (other than uniformed military personnel) who willfully use or authorize the use of any Government motor vehicle for other than official purposes are subject to suspension for at least one month or, up to and including, removal by the head of the agency. Furthermore, an employee may be held personally liable for expenses incurred through his or her unauthorized use of a Government motor vehicle
- b. <u>Uniformed Military Personnel</u> are subject disciplinary action for unofficial use of Government motor vehicles in accordance with the provisions of the Uniform Code of Military Justice.
- c. <u>Contracting Officers (CO) and COTR</u> shall ensure that contracts involving the use of Government motor vehicles provide:
  - (1) The contractor's firm will not permit use of government vehicles for other than official purposes.
  - (2) The CO/COTR shall be promptly notified of instances of misuse of vehicles, as well as the corrective action taken by the contractor's firm as a result of the misuse.
- **Transportation of Nonofficial Passengers** creates the possibility of tort claims and public criticism and shall not be encouraged. Any such transportation must be without expense to the Government and must not result in the delay of Government business by the taking of circuitous routes.
  - a. <u>Transportation of CG Employee and Spouse</u> together from the office to an official function to which spouses were invited in a Government vehicle is permissible. The vehicle may also be used for transporting the employee and spouse together on the return trip to the office of the employee. Under no circumstances, would it be appropriate to use the vehicle to pick up or return the spouse at or to home or place other than the office, except the spouse of the Commandant when the Commandant is being transported in the same vehicle.

- b. <u>Picking up hitch-hikers</u> or otherwise giving rides to strangers is prohibited when operating a Government motor vehicle.
- 7. <u>Security Precautions</u>. The recipient of an authorization must take proper security precautions. In order to minimize the temptation for theft of the vehicle, use off street parking if possible, lock the vehicle and lock items of value in the trunk.

## 8. Retention of Records and Reporting Requirements:

- a. <u>Congressional Notification</u>. In accordance with the provisions of DOT Order M-4440 (series), Commandant (G-SLP) shall provide written notification to Congress on approval for H-T-W transportation provided for clear and present danger, an emergency, or a compelling operational consideration. This notification shall be submitted to Congress promptly, but no later than 60 calendar days after approval.
  - (1) Determinations and reports shall be submitted to: Chairman, Committee of Governmental Affairs, United States Senate, Suite SD-Dirkson, Senate Office Building, Washington, DC 20510
  - (2) Chairman, Committee of Government Operations, United States House of Representatives, Suite 2157, Rayburn House Office Building, Washington, DC 20515
- b. <u>Records</u> regarding H-T-W transportation of CG employees (Exhibit 5-2) using Government motor vehicles will be maintained for three years in accordance with Paperwork Management Manual M5212.12 (series). Records of such transportation for CG contractors shall be retained in accordance with the record retention requirements of the contract.
- c. <u>Reporting Requirements</u>. Upon request of Commandant (G-SLP), unit MFMs shall submit a report showing the total number of CG employees and contractors, by category of employees or contractors (i.e., recruiters, special agents) or individuals, who are receiving H-T-W transportation on an intermittent, short-term or continuing long-term basis while performing field work.

# C. REPORTING REQUIREMENTS FOR TAXATION OF NON-CASH FRINGE BENEFITS.

1. <u>Purpose</u>. Provides policy and instructions of Internal Revenue Service (IRS) regulations for calculating and reporting the value of Government furnished commuting H-T-W transportation, that is a non-cash fringe benefit provided to CG employees (including uniform service personnel). See COMDTINST 11240.15 (series).

#### 2. Discussion.

- a. <u>A Non-Cash-Fringe Benefit</u> (Exhibit 5-3) must be included in the employee's taxable income according to the Internal Revenue Code. The accounting period for reporting taxable benefits is from 1 November through 31 October. This applies to an employee who commutes H-T-W in a Government passenger vehicle more than 12 round trips during a reporting year.
- b. <u>A Vehicle Commuting Use Reporting Form</u> (Exhibit 5-2) must be prepared for each employee who has accrued fringe benefits, including employees being transferred or separated. The completed form for transferred or separated employees shall be forwarded to the servicing payroll office within three (3) workdays of the date the employee clears the organization. The clearance record must reflect whether the employee had accrued taxable fringe benefits.
- **Procedure**. The Annual Summary Report of Fringe Benefits which is submitted in November of each year shall identify separated and transferred employees for whom benefits previously were reported with the annotation "separated" or "transferred" as appropriate in the right hand margin.
- **4.** <u>Action</u>. MFMs shall provide the 1 November through 31 October Summary Report of Fringe Benefits to the servicing payroll office (Human Resources Services and Information Center (HRSIC)), Topeka, KS, for military and Federal Aviation Administration, Oklahoma City, OK, for civilians) no later than 30 November to permit affected employees to have the amount included in their IRS Form W-2.

**Seports and Forms**. An information copy of the Summary Report of Fringe Benefits (Exhibit 5-1) and Automobile Commuting Use Form (Exhibit 5-2) shall be provided to Commandant (G-SLP) and retained in accordance with The Paperwork Management Manual, COMDTINST M5212.12 (series).

### D. MORALE WELFARE AND RECREATION PROGRAM (MWR).

#### 1. Vehicles.

- a. <u>MWR</u> is the program originally called "SPECIAL SERVICES". This program's purpose is to provide CG personnel and their dependents varied types of wholesome and constructive off-duty leisure activities. The MWR program uses both appropriated and non-appropriated funds.
- b. <u>Procurement</u> of equipment and supplies with appropriated MWR program funds shall be in accordance with CG Procurement Regulations.
- c. <u>Unauthorized Use</u>. The use of MWR program vehicles for the following purposes is UNAUTHORIZED:
  - (1) Transportation, when appropriated fund vehicles are adequate or economical commercial transportation is available.
  - (2) Transportation between residence and place of employment.
  - (3) Transportation for private business or personal engagements of military personnel, members of their families, or others.
  - (4) Transportation for official CG business not associated with special services programs.
  - (5) Any purpose that could be construed as being competitive with private enterprise.
- **Operator License**. MWR Program appropriated funded vehicles can only be operated by a military or civilian employee of the government. Military members and civilian employees of the CG should be licensed in accordance with the procedures detailed in Chapter 10 of this manual.

**3.** <u>Maintenance, Reports and Records</u>. All MWR program vehicles shall be maintained, records kept, reports submitted and vehicles inspected in accordance with the procedures detailed in Chapter 9 of this manual.

#### E. **POOLING AND DISPATCHING.**

- 1. <u>Pooling</u> of administrative use motor vehicles is a proven and effective means of reducing fuel consumption. Additionally, pooling eliminates duplication of services and facilities and also helps to minimize vehicle misuse. Every command operating five or more vehicles is responsible for evaluating at least annually the feasibility of pooling administrative use motor vehicles. This evaluation should not be an in depth analysis but rather a simple comparison of utilization goals as detailed in Chapter 8.B.1. If the vehicles are not fully used and operational requirements do not limit sharing, then pooling may be feasible. Once pooling is feasible, an economic analysis should be performed by taking into account the following factors:
  - a. <u>GSA Vehicles</u>. CG pays GSA monthly rates and mileage fee. There is a break even point when the added distance associated with pooling may justify two vehicles in lieu of one vehicle.
  - b. <u>CG-Owned Vehicles</u>. CG pays maintenance and fuel cost. The most economical use therefore is maximum mileage per month.
  - c. <u>Special Purpose Vehicles</u> and ambulances should not be considered for pooling.
  - d. <u>Dispatching System</u>. Resources must be available to establish a dispatching system and the costs associated with that function should be included in an economic analysis of mass transportation, commercial taxi service, car pooling and shuttle bus service.

#### 2. Dispatching.

a. <u>Requests</u>: Pooling of vehicles will not be effective unless dispatching requests are properly handled. All requests for motor vehicle service should indicate the number of passengers, or the amount and type of cargo to be transported, the place of origin, destination and the date and time service is required.

- (1) Users should indicate to what extent services can be deferred or rescheduled to avoid periods of peak workload. When requests for service exceed peak workload time and rescheduling cannot be accomplished, the MFM shall establish priorities for service. Such action should eliminate the requirement for additional vehicles, manpower and funds.
- (2) Requests for emergency service shall be made in accordance with procedures established by the unit/command. Provisions shall be made for emergency requests.

#### b. Procedures:

- (1) All dispatching should be planned and controlled at one central office. Vehicles in subpools or auxiliary parking areas may be dispatched by designated personnel from other organizations with the approval authorized by the motor pool officer. Off-base dispatches shall be approved by the officer in charge or designated representative. Drivers of vehicles dispatched off-base will be briefed on credit cards, toll charges, etc.
- (2) Scheduled intrabase service shall be established where practical. Duplicate service shall not be provided on or between installations or to nearby areas when adequate single service or interagency transportation is available. Maximum consolidation of loads shall be accomplished.
- (3) Passenger transportation service shall be provided to the maximum extent by the use of regularly scheduled buses. An efficient bus system which serves densely populated areas of an activity shall materially reduce requirements for other passenger vehicles.
- (4) The responsible MFM shall prohibit the operation of vehicles which are not in a safe operating condition or when further operation will cause damage to vehicles.

- (5) Vehicles will be operated only if properly dispatched. The unit MFM is responsible for the upkeep, safeguard and proper utilization of all vehicles assigned to the unit.
- (6) Vehicles shall not be dispatched on a recurring full-time basis for the sole use of any one person.
- **Dispatchers** hold key positions in motor vehicle operations. They exercise great influence on the degree of utilization obtained by drivers and vehicles. They receive all requests for vehicle transportation, refer doubtful requests to higher authorities, ensure the most economical transportation is being used, as well as coordinating and consolidating trips whenever possible.

## F. BUS TRANSPORTATION SERVICES.

#### 1. General.

- a. <u>Group Transportation</u>. Government provided bus transportation, mass transit, and shuttle bus services will be categorized as group transportation. CG Headquarters, MLC Commanders, ISCs and Unit Commanding Officers shall establish appropriate controls to ensure that services are provided in accordance with the policies in this section.
- b. Application of The Various Types of Available Services:
  - (1) Group transportation service shall normally be limited to those situations where there is a need to move personnel from residence to duty from other than government facilities when considered necessary for the effective conduct of the affairs of the department. Privately- owned vehicles, car pools, van pools, and buses will continue to be the primary sources of H-T-W transportation.
  - (2) Shuttle bus service shall be established solely to meet local CG requirements and will operate only in duty areas.
  - (3) Available space on shuttle buses may be used by other categories of personnel, however, such conveyances may not be used to provide H-T-W transportation.

(4) Mass transit service is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other "non-duty" types of transportation within a military unit or between sub-units on a fare basis.

## 2. <u>Authorization for Group Transportation Services.</u>

- a. General Authorization and Criteria for group transportation services to and from places of employment (also referred to as H-T-W transportation) is contained in 41 CFR 101-6.4. Under the provisions of this law and whenever the Secretary of Transportation (OST) determines that the effective conduct of the affairs of the CG requires assured and adequate transportation, service may be motor vehicle or water carrier (with a seating capacity of 12 or more passengers) to and from places of employment for individuals attached to or employed by the Coast Guard. In each case where such service is provided, a reasonable fare shall be charged. In authorizing the establishment of such systems, the Secretary of Transportation must determine whether the following situations exists:
  - (1) Local transportation systems/facilities are inadequate and cannot be made adequate. An effort has been made to induce operators of private facilities to provide the necessary transportation, and such effort has been unsuccessful.
  - (2) It would be impracticable to relocate CG facilities to a point within a reasonable commuting distance.
  - (3) The service to be furnished shall make proper use of transportation facilities and will supply the most efficient transportation to the persons concerned.
- b. Requests For Authority to establish group transportation services shall be submitted via Commandant (G-SLP) to Commandant (G-CPP) in accordance with documentation and procedural requirements outlined in Chapter 22 of the Planning and Programming Manual, COMDTINST M16010.1 (series). The request must also include the following information:

- (1) Name, mission, and location of the unit or units
- (2) Current military and civilian strength and authorized changes that affect transportation requirements. Show breakdown of work-shifts
- (3) Description of existing maintenance and storage facilities, including the use of privately owned vehicles, carpools, and group riding arrangements
- (4) Points to which service is required and the distance between the units and each point
- (5) Number of people requiring recurring transportation between the units and each point (indicate by shift, if applicable)
- (6) Statement describing the efforts which have been made to make existing (public or private) transportation adequate, or efforts to induce private operators to provide the necessary transportation
- (7) Type of service proposed, plus information concerning all necessary arrangements such as rentals, charters, rates, routes, and schedules as well as type, source, number, and seating capacity of the equipment to be used. The amount of fare to be charged shall be justified and a map or sketch of the service area enclosed. If the proposed service is to be operated with Government-owned vehicles, requests must indicate that the local commercial has no desire or capacity to provide the service
- (8) Statement as to availability of appropriated funds to operate the service
- (9) Date the service is needed or can be started
- (10) OMB Circular A-76 analysis if in-house operation is proposed.

**NOTE**: To determine a reasonable rate of fare, the rates charged by commercial carriers may be used as guidance. All fares and proceeds received from the operation of group transportation services must be accounted for and deposited in the U.S. Treasury as miscellaneous receipts. The fare system shall be structured to recover all costs of providing the group transportation service, including capital investment, salaries, operation and vehicle maintenance.

- (11) To qualify for group transportation service, the following must be clearly demonstrated in the letter of request:
  - (a) The operational mission of the command is adversely effected without such service
  - (b) The best interest of the government shall be served by providing the service
  - (c) Existing services are inefficient (i.e., hours of operation, excessive commuting time, etc.) or the command has been unsuccessful in obtaining the required service, outside the norm. The provision of such services shall be the exception rather that the rule
  - (d) The service to be furnished shall supply the most efficient transportation to the persons concerned
  - (e) The proposed program is cost effective and the rates of fare to be charged are reasonable
  - (f) The proposed service will not be in competition with private carriers
  - (g) The use of existing vehicles to provide the services will not hinder the vehicles originally intended purpose and the new requirement will not increase (by lease, charter, procurement or excess property acquisition) the existing motor vehicle allowance list. If existing vehicles are to be utilized both for group transportation services and operational needs, all costs (maintenance, operation, salaries, and capital investment) due to accelerated utilization (mileage) directly related to group transportation service must be provided.
- (12) Transportation furnished under this provision shall be reviewed at least annually to determine its continuing validity.
- c. <u>Approval</u>. When CG determines that group services are necessary and approves the service, MFMs subject to budgetary limitations, funding availability, and congressional authority when necessary, may (consistent with the procedures outlined in Chapter 2 of this manual):

- (1) Buy or hire motor vehicles having a seating capacity for 12 or more passengers
- (2) Maintain and operate the equipment by Government owned or contractor facilities
- (3) Lease or charter the equipment to private or public carriers for operation under terms that are considered necessary
- (4) Use existing vehicles to provide group transportation services at the local command. Vehicles with a seating capacity of less than 12 passengers may be used to provide this service only when available and when the provision will not require the leasing, charter, or procurement of additional vehicles.
- **Shuttle Bus Service.** It is CG policy to provide sufficient bus service to effectively support missions. The capability to transport groups of individuals on official business between offices on installations or between nearby installations is a recognized requirement and is essential to mission support. The effective use of buses reduces the requirement for smaller types of passenger-carrying vehicles (sedans, station wagons, and carryalls).
  - a. <u>Station Mission</u>. When required to support the station mission, shuttle bus services may be provided within or between units for the transportation of:
    - (1) Enlisted personnel residing in the dormitory without dependents between barracks and work areas
    - (2) Employees between offices and work areas of the unit or activity during normal duty hours. These routes shall be designated to service offices and work areas only and will not include base housing, recreational, or shopping areas.
  - b. <u>MFMs Shall Ensure</u> the following guidance is used to establish and maintain shuttle bus routes:
    - (1) Established routes and schedules must be based on a validated need to transport passengers authorized above. Shuttle bus routes will not be used to provide H-T-W travel
    - (2) The conveyance used must be the most economical size available to accommodate "duty" passengers

- (3) Frequent surveys (at least annually) must be conducted to ascertain that the conditions cited in (1) and (2) remain constant.
- c. <u>Space-Available Transportation</u> on shuttle buses may be provided to the following categories of passengers:
  - (1) Off-duty military personnel
  - (2) Reserve and National Guard members
  - (3) Dependents of active duty and retired military personnel
  - (4) Civilian employees
  - (5) Retirees
  - (6) Visitors to the unit.
- d. <u>CG-Owned or Commercially Leased Vehicles</u> shall be used for shuttle bus service. Expenses for the operation of such services will be paid from appropriated funds.

#### 4. Mass Transit Service.

- a. Pursuant to 14 U.S.C. 660, the Secretary of Transportation (or designee) may authorize the use of mass transit vehicles on any military unit, or, in some cases, sub-units, if the use of such vehicles is determined to be efficient, practical, and in the best interests of the United States Government. In authorizing the establishment of such systems, the Secretary or designee must determine that:
  - (1) There exists a potential for saving energy and a reasonable effort was made to induce operators of private facilities to provide mass transportation and such efforts were unsuccessful
  - (2) There exists a potential for saving energy and for reducing air pollution
  - (3) The service to be provided will make proper use of transportation facilities and will supply the most efficient transportation to the persons concerned.

- b. The Mass Transit Authorization shall be used to provide H-T-W transportation on military installations or between sub-bases in reasonable proximity. It shall also be used to provide service to and from base housing, shopping and recreational areas on a routine basis (if the traffic volume warrants) or as a special service to support a specific event. In any application of this authority, the requirements of this chapter must be met and an audit trail must be provided to insure compliance.
- c. <u>If a Determination</u> has been made that such services are required and may produce fuel economies and a reduction in pollution, MFM's may:
  - (1) When using rented or leased motor vehicles specifically and exclusively for mass transit, the fare to be charged must be computed to recover all rental or lease costs including contract administration costs, salaries, operating and maintenance costs
  - (2) When vehicles are purchased with appropriated funds specifically and exclusively for mass transit (in accordance with procedures detailed in Chapter 2), the fare charged must be calculated to recover all vehicle acquisition costs
  - (3) When leasing or chartering the equipment to private or public carriers for operation under terms that are considered necessary by the Secretary, or designee. When used exclusively for mass transit, the acquisition cost of the vehicle must also be recovered in the fare system.
- d. <u>The Fare System</u> shall be structured to recover all costs of providing the mass transit service including capital investment, salaries, operations and maintenance. If the mass transit vehicle is utilized for both operational (mission) and mass transit purposes, only the costs directly related to mass transit must be recovered.
- e. <u>Fares and Proceeds</u> received from the operations of the mass transit service must be accounted for and deposited in the U.S. Treasury as miscellaneous receipts, in accordance with the finance regulations of the CG.

- f. <u>Transportation Services Provided</u> under this authorization shall be reviewed locally at least annually to ensure that the fare schedule is adequate and that the most efficient form of service is being provided.
- g. Request For Authority to establish mass transportation services shall be submitted via Commandant (G-SLP) to Commandant (G-CPP) in accordance with documentation and procedural requirements outlined in Chapter 22 of the Planning and Programming Manual, COMDTINST M16010.1 (series). The request must also include the following information:
  - (1) Name, mission, and location of the unit or units
  - (2) Current military and civilian strength and authorized changes that will affect transportation requirements. (Show breakdown of work-shifts, if applicable)
  - (3) Description of existing facilities, including the use of privately-owned vehicles, carpools, and group riding arrangement. State how providing the service is in the best interest of the government. Careful consideration should be given to the potential for saving energy and reducing air pollution
  - (4) Destinations to which service is required and the distance between the unit and each point
  - (5) Number of people requiring transportation between the installation and each destination (indicate by shift, if applicable)
  - (6) Statements describing the efforts which were made to use existing transit facilities, public or private, or efforts to induce private operators to provide the necessary transportation

- (7) Type of service proposed, plus information concerning all necessary arrangements such as rentals, charters, rates, routes, and schedules and type, source, number, and seating capacity of the equipment to be used. The amount of fare to be charged shall be justified and a map or sketch of the area enclosed. If the proposed service is to be operated with Government-owned vehicles, requests must indicate that the local commercial carriers have no desire or capacity to provide the service
- (8) Statement as to availability of appropriated funds to operate the service
- (9) Date on which the service is needed or can be started
- (10) OMB Circular A-76 analysis of in-house operation.
- h. <u>Approval/Authorization</u> to utilize existing vehicles to provide service will only be given when the letter of request clearly demonstrates that the use of existing vehicles will not hinder the vehicles originally intended purpose and the new requirement will not increase (by lease, charter, procurement or excess property acquisition) the existing motor vehicle allowance list.
- **Transportation for Unit Approved Special Programs**. Transportation for athletic teams, World Boy Scout Jamboree, welfare, and recreation can utilize appropriated funded vehicles when such transportation can be made available without detriment to the CG mission and local unit commanders approval is obtained.
- **6.** <u>Liberty Bus Service</u>. At CG units where commercial transportation services are unavailable, or are inadequate for transporting liberty personnel, Commanding Officers may inaugurate liberty bus service.
  - a. <u>Unauthorized Liberty Bus Facilities</u>. Liberty bus service that parallel or compete with common carriers are not authorized unless the carriers provide the unit Commanding Officer with a letter indicating an unwillingness, disinterest, or inability to provide adequate liberty bus service necessary to satisfy CG requirements:

- (1) Liberty bus service shall not be established in lieu of fare-charging group transportation services, nor used to transport civilians, military dependent personnel, or guests
- (2) Bus service furnished to military personnel on base is not considered liberty bus service
- (3) Off-base liberty bus service must be scheduled over a designated route, with authorized stops.

HOME TO WORK DAILY VEHICLE USAGE REPORT						
UNIT ADDRESS	HOME ADDRESS	DATE BEGIN	DATE RETURN	TAG NUMBER		
		Miles Between Residence and Work (One Way)	Approved Category			
		APPROVAL PERIOD	DATE OF LAST RECERTIFICATION			
I CERTIFY THAT THE US IN ACCORDANCE WITH TH	I CERTIFY THAT THE USE OF THE GOVERNMENT VEHICLE IS NECESSARY FOR THE CONDUCT OF OFFICIAL BUSINESS AND IS IN ACCORDANCE WITH THE PROVISIONS OF THE MOTOR VEHICLE MANUAL (COMDTINST 11240.9A)					
SIGNATURE OF DRIVER	NAME	, GRADE/RANK, TITLE & DUTY	CATEGORY	DATE		
SIGNATURE OF SURPERVI	SOR NAME	, GRADE/RANK, TITLE & DUTY	CATEGORY	DATE		
CIRCUMSTANCES REQUIRING HOME TO WORK TRNASPORTATION:						
ALTERNATE ARRANGEMENT:						
POINT OF DEPARTUR	E DESTINATION	ODOMETER REAL DEPARTURE A	ING RRIVAL DEPARTURE	TIME ARRIVAL		
		·		<u> </u>		

ACCOUNTING PERIOD - 1 NOVEMBER TO 31 OCTOBER. RETAIN A COPY FOR YOUR OFFICIAL RECORDS FOR 3 YEARS FROM DATE OF TRAVEL. SUBMIT ORIGINAL TO THE DISTRICT MOTOR FLEET MANAGER MONTHLY. THE IRS WILL BE NOTIFIED BY MFM AFTER MEMBER COMMUTES HOME TO WORK IN A GOVERNMENT PASSENGER VEHICLE FOR MORE THAN 12 ROUND TRIPS DURING A REPORTING YEAR.

AUTOMOBILE COMMUTING USE REPORTING FORM REGULAR EMPLOYEES			
Employee:	Reporting Period:		
Operating Admin.:	Soc. Sec. No. (last six digits)		
Total number of round trips per repor commuting.	ting period vehicle was used for		
NOTE: Reporting period is November 1	through October 31		
CALCULATION OF VALUE OF FRINGE BENEFIT			
Standard DOT Rates: \$3.00 per commutation vehicle and fuel)	ing round trip (includes value of		
Total Round Trips X \$3.00 Standard DO	T Rate Fringe Benefit Amt.		
Signature of Preparer	Date		
Typed Name & Title of Preparer			

RETAIN A COPY FOR YOUR OFFICIAL RECORDS FOR THREE YEARS FROM THE DATE OF SUBMISSION.

ANNUAL SUMMARY REPORT OF FRINGE BENEFITS (Employee Use of Government Owned/Leased Vehicles)			
Operating Administration Reportin	g Year   Name & Phone   Person	No. Of Contact	
A. CONTRO	OL EMPLOYEES		
Employee Name	Social Security Number (last six digits)	Fringe Benefits	
Total Control Employees. If report total on continuation page.	ing more than 5 employ	yees, enter	
B. REGULA	AR EMPLOYEES		
Employee Name	Social Security Number (last six digits)	Fringe Benefits	
Total Regular Employees. If report totals on continuation page.	ing more than 10 emplo	yees, enter	
I certify that the value of non-cash fringe benefit income received by			
the above employees for the stated best of my knowledge.	reporting year is cor	ect to the	
Signature			
Typed or Print Name of Certifying O	fficial	Date	

Ar (Continued	nnual Summary Report of F serialized list on bond	ringe Be	enefits - Co	ntinued
(CONCINGED	Serialized list on bond			
Employee Name	·	Social S (last si	ecurity Number x digits)	Fringe Benefits
		-		
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Tota	al Control Employees	<u></u>	Total Re	gular Employees
			\$	

# **CHAPTER 6. MOTOR VEHICLE IDENTIFICATION**

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#### **CHAPTER 6. MOTOR VEHICLE IDENTIFICATION**

#### A. <u>VEHICLE MARKINGS AND LEGEND.</u>

- <u>GSA Leased Vehicles</u>. Permanently assigned vehicles except those granted exceptions shall have GSA install the official legends and other identification for IFMS vehicles. Assigned unit MFMs shall arrange to have GSA install "U.S. COAST GUARD" immediately below the GSA IFMS identification "GENERAL SERVICES ADMINISTRATION."
  - a. <u>Sedans and Station wagons</u>. The vehicle identification shall be applied to the outside on the left side of the rear window, not more than 1 1/2 inches from the bottom of the window. No additional markings are allowed without prior approval from GSA IFMS.
  - b. <u>Light Trucks, Passenger Vans, Ambulances, Buses, Carryalls, Fire trucks, Trucks and Truck Tractors</u>. The legend shall be centered on both front doors, or in an appropriate position on the side if there are no doors, or on the rear windows.

## 2. CG Owned and Commercially Leased Vehicles.

- a. <u>CG Owned and Commercially Leased Vehicles</u> (leased for 60 days or more) shall be equipped with a legend in the following order "U.S. DEPARTMENT OF TRANSPORTATION" and "U.S. COAST GUARD" in 1" lettering and "FOR OFFICIAL USE ONLY" in 3/4" lettering insuring a 1" space between each legend. The standard CG emblem will be displayed adjacent and in line with the DOT and CG legend. Any special designation such as "RECRUITING" should be placed separate from the legend itself, but in horizontal alignment with "U.S. COAST GUARD." No attempt should be made to put "RECRUITING" or other information such as phone numbers on the back of the vehicle.
- b. <u>CG-Owned Sedans and Station Wagons</u>. The legend may be centered on both doors or as specified for GSA sedans and station wagons.

- c. <u>Center the legend</u> on both front doors, or in an appropriate position on the side if there are no doors, or on the rear window of CG owned vehicles.
- d. <u>Motorcycles and Scooters</u>. Place the legend and identification on both sides of fuel tank, package compartment or other visible surface.
- e. Trailers. Place legend and identification on both sides of front quarter of trailer.
- 3. <u>CG Legends/Decals</u>. Legends placed on doors should be centered on both front doors, the top stating "FOR OFFICIAL USE ONLY" and at least 2" (but not more than 6") below the bottom line of the front side window frame.

#### 4. Vehicle and Legend Color.

- a. Recruiting, Boating Safety Detachment and other high visible programs may have white vehicles. All other vehicles shall be the standard manufacturer's production of medium/light color. The vehicle interior color shall be compatible with the vehicles exterior, require minimal maintenance, and be the most economical for climate control
- b. <u>Selection of legend color</u> depends on the color value (darkness/lightness) of the background. For GSA IFMS leased, CG owned and commercially leased vehicles, the legend shall have black letters for color value of white to 49% gray. For color value of 50% gray to black, the legend should be in white letters. The CG emblem color shall not vary from the standard blue and orange color combination.

#### 5. Emergency and SPME.

- a. <u>Emergency Vehicles and SPME, etc.</u> Aircraft crash vehicles, tow tractor, and forklifts shall be painted yellow with refueling trucks, fire fighting equipment, tractors, and aircraft identification markings in black.
- b. <u>SPME</u>, etc. Snow plows, road graders, snow blowers, cranes, dozers, and front end loader shall be painted international orange with the identification markings in black.

- c. <u>Ambulances</u> shall use a red cross on a white circular background that is 9" in diameter and centered on the forward windows on the litter compartment on both sides. The word "AMBULANCE" should be displayed in blue, 3" high and centered on the front of the hood and rear door panel.
- d. Communication Vehicles shall have an air identification marking, covering an area 3' wide and 11' long on the top of such vehicles. The vehicle will be painted black to provide a background for the vehicles radio call letters. The call letters shall be 18" H X 16" L with a stroke width of 4 inches and be painted an international orange color on a black background. Ground identification shall be the words "COMMUNICATIONS TRUCK" placed on the upper panel and the CG unit location placed on the lower panel. Lettering shall be blue and 3" high. Communications auxiliary trucks shall have the same markings except the lettering shall be 2" high.
- e. <u>Fuel Tanker Trucks</u> shall have the word "FLAMMABLE" displayed on each side of the tank body in red 3" high markings.
- f. <u>CG Vehicles Assigned</u> for use by flag officers acquired through the executive service fleet shall be black in color.
- g. <u>Safety Markings</u>. Buses and other vehicles that require alternate safety markings of yellow and black stripes applied to the front and rear panel or front and rear bumpers.

#### 6. Exemptions.

- a. <u>The following situations</u> are exempt from the requirement to officially identify a Government vehicle:
  - (1) Law Enforcement/Intelligence. Vehicles used for intelligence or security purposes are not required to display any official markings or legend. Non-display of markings and legends shall have prior GSA IFMS approval through G-SLP and the DOT Central Motor Vehicle Control Point (M-70).

(2) Vehicles commercially leased for six (6) months or less need not display official markings or legend.

## B. OFFICIAL GOVERNMENT LICENSE TAGS.

#### 1. General

a. <u>DOT License Tags</u> shall be displayed on all CG owned and commercial leased vehicles. The ordering procedures for DOT license tags is contained in 41 CFR Subpart 101-38.2. A copy of the order will be forwarded to Commandant (G-SLP).

**NOTE**: Procure official U.S. Government motor vehicle tags from the following:

Department of Corrections Industries Division P.O. Box 7302, Lorton, VA 22079 Telephone (703) 643-2142 FAX (703) 643-0219

- b. <u>Purchase Orders</u> shall include the code letters DOT and numbers to be imprinted on the tags (block numbers are assigned to each CG area. Each unit commander shall be responsible for obligating regular scheduled OG-30 funds to obtain CG owned DOT license tags. Tags are assigned as listed below. State on the purchase order that the license plates are to be of an aluminum reflectorized color.
- c. Tag Number Series for the CG are as follows:

<b>Organization</b>	<b>Tag Number Series</b>
ISC Boston	10,000-10,599
ISC ST Louis	10,600-11,199
MLC-LANT	11,200-11,799
ISC Portsmouth	11,800-12,399
ISC Miami	12,400-12,999
ISC New Orleans	13,000-13,599
ISC Cleveland	13,600-14,199
ISC Alameda and San Pedro	14,200-14,799
MLC-PAC	14,800-15,399
ISC Seattle	15,400-15,999
ISC Honolulu	16,000-16,499

ISC Ketchikan ACADEMY	16,500-17,199 17,200-17,499
RTC YORKTOWN	18,000-18,399
TRACEN CAPE MAY	18,400-18,899
AVTRACEN MOBILE	18,900-18,974
TRACEN PETALUMA	18,975-18,999
ELIZABETH CITY	19,000-19,019
TISCOM	19,020-19,029
R&D CENTER	19,030-19,039
NAVCEN	19,040-19,049
ATLANTIC	19,075-19,099
EECEN WILDWOOD	19,100-19,199
ELC	19,400-19,499
YARD	19,500-19,899
NATIONAL STRIKE FORCE/TEAMS	19,900-19,940
HEADQUARTERS	19,941-19,999

d. <u>CG Owned and Commercially Leased Vehicles</u> shall display U.S. Government license tags on the front and rear of the vehicle except when an exemption is authorized. Vehicles based in the District of Columbia, whether CG owned or commercially leased, shall be registered in and display Government tags issued by the District of Columbia Department of Transportation. All other non-exempt vehicles shall use DOT license tags.

#### e. The MFM shall:

- (1) Maintain a current record of all DOT license tags in use identifying general purpose vehicles, SPME or trailers assigned within their designated areas
- (2) Maintain a complete record of information regarding destruction of tags
- (3) Replace lost, stolen or missing tags with a new set
- (4) Report lost, stolen or missing tags to the local law enforcement authorities. A copy of the report shall be submitted to Commandant (G-O-CGIS), (G-SLP) and the District (ole) or Headquarters Unit in which the vehicle is assigned.

- f. Vehicle Tags are required for vehicles, trailers, and special purpose motorized equipment operated on public roads or highways. DOT license tags are issued in pairs. If the vehicles are trailers or equipment requiring one license tag, the second tag shall be retained by the appropriate MFM office in case the first tag is destroyed.
- 2. **Removal of DOT License Tags** shall be accomplished prior to a vehicle being removed from Government service or transferred to another Government agency. All license tags removed from vehicles shall be destroyed by cutting and reported to Commandant (G-SLP) for removal from inventory records.

# CHAPTER 7. VEHICLE SUPPLIES AND SERVICES

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#### CHAPTER 7. VEHICLE SUPPLIES AND SERVICES

- **A. CROSS SERVICE ARRANGEMENTS**. The primary sources for obtaining supplies and services for the operation of government-owned and commercially leased vehicles are through cross-servicing arrangements with Government agencies, and the use of U.S. Government Fleet Services Credit Card.
  - 1. <u>Automotive Fuel Dispensing Facilities</u>. Units which operate automotive fuel dispensing facilities shall ensure these facilities are available to other Federal agencies through cross-servicing arrangements. Maximum use shall be made of fuel dispensing facilities of other Federal agencies, unless geographical or operational conditions make it impractical.
  - <u>Cross-Servicing Agreements</u>. These requirements may include provisions for forecasting requirements at appropriate intervals and provisions for reimbursement (including overhead and labor) in accordance with COMDTINST M4400.19 (series), Supply Policy and Procedures Manual, and DoD Instruction, 4000.19, Interservice and Intergovermental Support dated 9 Aug. 95.
  - 3. Government Fuel Dispensing Facilities. A listing of these facilities located in the area will be provided by the GSA IFMS to the CG unit MFM. The MFMs shall instruct operators that such facilities may be used as the primary source of fuel whenever possible.

#### B. U.S. GOVERNMENT FLEET SERVICES CREDIT CARD.

#### 1. Authorized Services.

- a. <u>Units may use the Fleet Services Card</u> to purchase only the following items or services:
  - (1) Gasoline: regular unleaded, premium unleaded, special unleaded, aviation grade, unleaded for boats, diesel and diesel marine fuel oil and aviation turbine fuel
  - (2) Lubricating services (including differential and . transmission lubricants)
  - (3) Ethylene glycol antifreeze
  - (4) Oil filter elements and servicing

- (5) Air filter serviced
- (6) Tire and tube repair
- (7) Washing and cleaning
- (8) Mounting and dismounting snow tires and/or chains
- (9) Emergency replacement of spark plugs, fan and generator belts, windshield wiper arms and blades, lamps, etc.
- b. <u>Fuel or Services Purchases</u>, Priority should be given to the service stations listed in the Defense Fuel Supply Center Contract Bulletin (DFSC) 600-333. For copies of the DFSC publication submit requests to:

Commander
Defense Fuel Supply Center
Attn: DFSC:OD
Fort Belvoir
Fort Belvoir, VA 22060-5426

#### 2. Use of Fleet Services Card.

- a. <u>A Separate Fleet Services Card</u> should be issued for each GSA leased, CG owned and commercially leased vehicle. The Fleet Services Card may be used only for the vehicle to which it has been issued. At no time will CG funds be used to purchase services for a GSA IFMS assigned vehicle. Credit cards should be adequately safeguarded in the office of issuance or while in the vehicles:
  - (1) Under no circumstances should a vehicle operator use his/her personal commercial credit card to obtain Services for a GSA IFMS assigned vehicle. If for some reason vehicle operators are unable to purchase fuel or service with the Fleet Services Card, pay "CASH", obtain a signed receipt marked paid and note on the receipt why the credit card was unacceptable. Present the receipt to either the CG vehicle dispatcher or GSA IFMS (depending whether the vehicle is CG owned or GSA leased) for reimbursement.

- b. <u>GSA Leased Vehicles</u> assigned to the CG are charged separate monthly rental and mileage rates. These rates Vary according to the class of vehicle and miles operated. Maintenance, repair, and operating costs, including authorized Fleet Services Card purchases, are included in the monthly rental rates. Unauthorized credit card purchases and accident costs are the responsibility of the unit utilizing the GSA assigned vehicle. The following policies/procedures apply when using the Fleet Services Card on GSAleased vehicles:
  - (1) GSA provides each vehicle with an operator instruction packet that includes the IFMS FMC emergency phone numbers, instructions on what to do when repair costs exceed \$100.00 and actions to be taken in case of vehicle emergency repairs which occur after normal duty hours.
  - (2) GSA considers the non-report of accumulated minor damage, which eventually requires considerable repair, as administrative negligence and will request that the CG assume liability. Additionally any repair costs due to operator misconduct will be borne by the unit. Misconduct includes, but is not limited to, vehicle operation under the influence of alcohol or narcotics and willful abuse or misuse of a vehicle. Improper operation includes driving the vehicle in a negligent (including inattentive), or careless manner. These costs must be borne by the operating unit.
  - (3) When a vehicle is turned in for maintenance or repairs and is out of service for less than five days and IFMS FMC furnishes a dispatch vehicle, the CG will be charged a daily rate for both vehicles. Dispatch vehicles may be provided by IFMS FMC at no charge when the regularly assigned vehicle is undergoing maintenance and/or repair and is out of service longer than five working days.
  - (4) When a sales receipt is received by the operator of a GSA vehicle as a result of servicing the vehicle, the receipt should be turned into the IFMS FMC according to the instructions contained in the motor vehicle operators packet located in each vehicle. The operator shall ensure that the service sale receipt contains the following information:

- (a) Credit card billing information
- (b) Date of purchase
- (c) Name and address of service station
- (d) License number of vehicle
- (e) Signature of purchaser
- (f) Listing of items purchased, quantity, unit price and total amount charged
- (g) Special discount for government vehicles (if applicable)
- (h) Mileage reading of serviced vehicle.
- (6) Unscheduled Repair. When an emergency condition occurs while outside the vicinity of a IFMS FMC, and vehicle operators are unable to contact the IFMS FMC follow the procedures described below:
  - (a) Take the vehicle to the nearest authorized dealer, if the vehicle is under warranty.
  - (b) If the warranty has expired, select a repair shop in the following order of priority:
    - (1) Shop under GSA contract
    - (2) Service station which will honor the Fleet Services Card provided the required services are listed on the reverse of the card
    - (3) Nearest repair shop. (If the nearest repair shop is chosen, annotate the reason for selection on the receipt copy of the invoice. i.e., an emergency repair, urgency of need).
- (7) Scheduled preventive maintenance (SPM). Each operating unit assigned GSA vehicles will receive a computer printout of the GSA Form 3478 (Motor Vehicle Service Authorization) explaining when the preventive maintenance is due. Take the vehicle to one of the following facilities:

- (a) The nearest IFMS FMC
- (b) Commercial garage or service station contracted by GSA (c) A dealer authorized by the manufacturer.
- (8) Trading stamps received after purchasing items from a service station shall be forwarded with a copy of the invoice to the local IFMS FMC.
- (9) Self-service pumps may be used, except for circumstances such as a physical limitation of the operator or severe weather conditions.
- (10) GSA uses the OPAC system to collect charges for IFMS FMC support. Under this system, customers are provided a computer listing each month of charges for each vehicle. MFMs shall review all SIBAC listings promptly upon receipt to determine whether charges made by IFMS FMC are correct. Credits for erroneous charges found on SIBAC listings may be obtained by contacting IFMS FMC. The most common types of erroneous charges are listed below:
  - (a) Charges for assigned vehicles which were in for repair for more than five working days and a substitute vehicle was not provided by the IFMS FMC
  - (b) Repair cost charged for increased maintenance due to severe use more than normal wear and tear (i.e., accelerated tire wear)
  - (c) Charges for accident damage when it is clear from the record that the CG was not at fault
  - (d) Continued charges for vehicles that have been terminated and returned to the IFMS- FMC.

#### c. CG Owned.

- (1) Costs associated with the operation of a CG owned vehicle are charged to the unit where the vehicle is assigned. Operating costs should be developed for each vehicle. This can best be done by establishing and carefully maintaining individual vehicle records covering maintenance costs, repair costs, accident and mileage costs. Units should utilize the Fleet Services Card for the purchase of gas, oil, and servicing of CG vehicles.
- (2) Servicing sales receipts should be turned in to the unit's MFMs and may be disposed of at the discretion of the MFM. Accounting offices should not require submission of sales slips to support billings rendered by the oil companies. However, submission of sales slips may be required on a short term sample basis whenever, it is deemed necessary to validate the accuracy of billings received. The operator shall ensure the sales slips contain the following information:
  - (a) Credit card billing information
  - (b) Date of purchase
  - (c) Name and address of service station
  - (d) License number of vehicle served
  - (e) Signature of purchaser
  - (f) Listing of items purchased, quantity, unit price, and total amount charged
  - (g) Special discount for government vehicles if applicable
  - (h) Mileage reading of serviced vehicle.
- d. <u>Unscheduled Repairs and SPM</u> should be accomplished utilizing the maintenance guidance procedures outlined in Chapter 9. The selection of the maintenance service facility may be based upon economic consideration, available qualified personnel, and available maintenance facilities.

- 3. <u>Description of Fleet Services Card</u>. Billing Account Number Code is a 10-digit number embossed on the first line of the Fleet Services Card. The first nine digits shall be assigned by the procuring activity according to the following instructions:
  - a. The first three digits will always be "000"
  - b. The 4th, 5th, and 6th digits will always be "069" the agency code for the Department of Transportation, Coast Guard
  - c. The 7th digit will always be "0"
  - d. The 8th and 9th digits indicate the billing address code number of the administrative units listed in the Comptroller Manual COMDTINST M7300.4 (series) Volume I, Accounting, Part II, Chapter 2, as the 8th and 9th digits
  - e. The 10th digit is assigned by GSA
  - f. The agency name is a one-line entry embossed on the second line. The embossed name will be, USCG XX YYYYY. The Administrative Unit Number is represented by XX. The five digit OPFAC number is represented by YYYYY
  - g. The license tag number or the registration number shall be embossed on the third line of the credit card. The format shall be, TAG XXXXXXXXX or, ID XXXXXXXXXX. It is limited to nine positions. The reason for this requirement is to ensure that the card is used to procure supplies and services for that specific vehicle only
  - h. A replacement series mark will be embossed on the fifth line of the extreme right side. This indicates the number of times a credit card was replaced as a result of being reported lost or stolen
  - i. The expiration date (month, day, and year not to exceed two (2) years) will be embossed on the extreme right side of the fourth line of the credit card by the contractor

#### 4. Requesting Fleet Services Card.

a. <u>The MFM shall request</u> credit cards for CG owned vehicles to their units and make distribution to their units. The current contract for Fleet Services Card is with:

Wright Express Corporation 97 Darling Avenue South Portland, Maine 04106

Tel: (207) 842-6701 Fax: 1-800-817-8846

- b. GSA Credit Cards shall be ordered from the established GSA Contractor.
- 5. <u>Lost, Stolen, or Misplaced Fleet Services Card for GSA Leased Vehicles</u> shall be reported immediately by telephone to the IFMS FMC who issued the credit card. Confirmation in writing is required within five days. Units are responsible for any purchases made with the credit card until the written confirmation of loss is received by IFMS FMC
  - a. <u>Lost, Stolen or Misplaced Fleet Services Card for CG owned and Commercially Leased Vehicles</u> shall be reported immediately by telephone to the MFM. Additionally, a message report shall be forwarded within 24 hours to Commandant (G-O-CGIS). As a minimum, the message shall include the following:
    - (1) Vehicle tag number
    - (2) Date of theft or loss
    - (3) Name of the responsible person.
    - (4) A brief description concerning the circumstances surrounding the loss/theft.
  - b. <u>A Local Administrative Decision</u> shall be made in accordance with Property Management Manual, COMDTINST M4500.5 (series), Chapter 7, as to whether a Board of Survey or disciplinary action is required.
- 6. **Disposal of Fleet Services Card** shall be when:
  - a. The vehicle is transferred to another unit/agency
  - b. The expiration date on the card has passed

- c. The vehicle tag has expired or is destroyed
- d. The credit card is broken, cracked, or debossed.
- 7. Administrative Control of Fleet Services Card. The administrative control point shall be the MFM. They shall be the central procurement and control point for the Fleet Services Card required for their respective units. In fulfilling their responsibilities they shall ensure that:
  - a. The number of credit cards ordered is minimized and requests from the field are fully justified
  - b. An up-to-date record is maintained of outstanding Fleet Services cards including the activity to which they are issued, the intended application, and the name and title of the field custodian
  - c. Guidance is provided to all users explaining the circumstances surrounding the proper use of the credit card
  - d. The use of credit cards is monitored through periodic reviews by the custodian and the central control point
  - e. Credit card contractors are promptly notified of changes or deletions to billing account numbers and/or addresses.
- 8. <u>Misuse or Abuse of Fleet Services Card</u>. When a suspected case of abuse or misuse of the Fleet Services Card has been discovered, a written notice containing the incident and the person's name is to be sent to Commandant (G-O-CGIS) for investigation. If, after the investigation, the case of credit card abuse or misuse is supported, criminal and disciplinary action shall be taken in accordance with Title 18 U.S.C. 287. Situations denoting abuse and misuse are described below:
  - a. Abuse of the Fleet Services Card occurs when unauthorized services/supplies are purchased for GSA leased vehicles. The CG unit will be billed a 10 percent administrative service charge for unauthorized purchases.

- b. Misuse of Fleet Services Card represents unauthorized transactions of supplies/services. For example, receiving cash through the use of the Fleet Services Card, making double payments on one sales receipt, or unauthorized purchases such as tires or batteries for personal use, etc. All questionable charges should be thoroughly reviewed. The following list cites examples of possible misuse of the Fleet Services Card:
  - (1) Several purchases of gasoline for the same vehicle on one day, at the same service station, or in the same metropolitan or geographical area
  - (2) A consistent pattern of credit card purchases, etc., purchases on Saturday, Sundays, or holidays
  - (3) Purchases made using an invalid credit card with the GSA billing Account Number 002 6XX XXXX
  - (4) Service station credit card invoices that are not properly prepared at the time of the purchase
  - (5) Gasoline purchases for which the quantity or unit price per gallon does not agree with the total price
  - (6) Use of the same credit card to fuel more than one vehicle on the same date
  - (7) Credit card for vehicles out of service or undergoing repairs
  - (8) Credit card purchases for which a customer's copy was not received from the vehicle operator
  - (9) Credit card invoices displaying a handwritten personal vehicle license number or invalid Government license number
  - (10) Credit card purchases at a particular service station, repeatedly authorized by the same attendant and/or signed by the same vehicle operator

- (11) Credit card purchases at a service station owned or operated by Government employees
- (12) Credit card purchases from taxi cab rental and fuel dispensing facilities
- (13) Credit card purchases bearing illegible or fictitious signatures
- (14) Credit card purchases. made for vehicles no longer assigned to CG
- (15) Excessive car washes and/or tune-ups for the same vehicle
- (16) Credit card purchases that cite a work order number which was not authorized by IFMS FMC.

# CHAPTER 8. MOTOR VEHICLE UTILIZATION

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#### CHAPTER 8. MOTOR VEHICLE UTILIZATION

- **A.** <u>POLICY</u>. Motor vehicle use and rotation objectives are provided in 41 CFR 101-39.3. This chapter amplifies these objectives for CG application. MFMs are responsible for maintaining an effective utilization program that will provide efficient and economical use of agencyowned, GSA and commercially leased general purpose vehicles. In the conduct of this program, they shall:
  - 1. Consider the assignment of GSA or commercially leased vehicles, or the procurement of new or replacement agency-owned vehicles equipped to help cut overall operating cost, provide fuel economy, and accomplish the CG mission
  - 2. Assign vehicles to units on a continuing basis only when the vehicle requirement has been adequately justified in writing by the Area, ISC, or MLC Commander or Commanding Officer of a Headquarters unit
  - 3. Encourage voluntary use of privately owned vehicles (POVs), under certain conditions, when they provide an economical means of transportation and use of a motor vehicle has been determined to be advantageous to the Government. Reimbursement for POVs will be in accordance with the Joint Federal Travel Regulations (JFTR).
  - 4. Require Government vehicles to be used for all local travel, if available. Authorization, and local travel reimbursement, for use of a POV will be made only when a vehicle is NOT available. Use of a vehicle for TAD outside of the local area will be based on availability, local commander's determination, and in accordance with the JFTR. Commanders may authorize vehicles to be taken home in conjunction with official TAD travel. Authorization will be based on availability, and if it is the most cost effective option for the Government.
- **B.** <u>STANDARDS</u>. MFMs shall review the mileage use objective to determine efficient utilization of CG-owned, GSA and commercially leased vehicles in their inventories.
  - 1. <u>Passenger Vehicles</u>: Sedans, station wagons, and passenger vans average usage objective is a minimum of 3,000 miles per quarter or 12,000 miles per year.

- 2. <u>Light Trucks</u>: Average usage objective is as follows:
  - a. Trucks: 1 ton (12,500 lbs. GVW and under) 10,000 miles per year.
  - b. Trucks: 1-1/2 ton through 2-1/2 ton (over 12,500 lbs. GVW to 17,000 lbs. GVW) 7,500 miles per year.
  - c. Heavy trucks and truck tractors average use objective is as follows:
    - (a) Heavy trucks and general purpose vehicles over three tons (over 17,000 lbs. GVW) 7,500 miles per year.
    - (b) Truck tractors, 10,000 miles per year. 3.
- 3. **Motorcycle**: 3,000 miles per year.
- 4. **Scooter**: Three or four wheeled, 2,000 miles per year.
- 5. Other Trucks and SPME. No usage objective for other trucks and SPME is required, but the MFM shall study the use of this equipment and take the necessary action to ensure that they are being fully utilized.
- **C. <u>DOCUMENTATION</u>**. MFMs shall prepare and maintain the following documents for each vehicle assigned to Headquarters, Area, MLC, ISCs, Headquarters units:
  - 1. <u>Motor Vehicle Dispatch Logs</u> (Exhibit 8-1) shall be kept daily and compiled no less than quarterly. They also shall be kept on file for three years to document that all assigned vehicles meet or exceed the following utilization objectives:
    - a. Essential requirements cannot be met with fewer vehicles
    - b. All or part of the requirements cannot be more economically provided through use of intermittent rentals or POV's.
  - 2. <u>Underutilized Vehicles</u>. Retention of any vehicles that consistently do not meet utilization criteria shall be justified in writing (Exhibit 8-2) and made part of the permanent file for the vehicle. MFM's shall review these justifications annually for

validity and require units to return to GSA all underutilized vehicles not essential to meeting the demands of the unit's mission. Local units shall conduct local time-of-day use studies. The motor vehicle dispatch log may be used as a source for collecting data for these studies.

- 3. <u>Justification for Retention</u> of all vehicles that do not meet the utilization criteria is required. A rotation of vehicles should be made where possible to attain the mileage use objectives.
- 4. The Assignment and Need for SPME shall be reviewed and justified annually.
- 5. The Motor Vehicle Database (MVD) was established to provide Headquarters oversight and better management of the Motor Vehicle Program. The reporting requirements of the database are mandatory and subject to audit. All GSA and CG owned vehicles carrying either GSA or CG/DOT license plates shall be reported in the MVD. All other motorized vehicles shall be reported through the Accounting Item Management (AIM) System. The MVD shall be updated regularly at the local level and data submitted quarterly to G-SLP prior to the last working day of the quarter. Data shall be e-mailed to Vehicles/G-S. The following reports are available in the MVD:
  - a. Inventory and Utilization Reports. Provides the ability to generate inventory reports broken down by ATU, OPFAC, or license tag number. This report also shows vehicle classification and corresponding utilization rate.
  - b. Vehicle Acquisition/Disposal Report. Provides the ability to generate a list of acquisitions/disposals. This report is broken down by ATU, OPFAC, or license tag numbers.
  - c. Monthly Charges Report. Provides a report of the monthly charges per vehicle including mileage and monthly rental fees. The reports covers all down vehicles by ATU and/or OPFAC.

- d. Inventory and Utilization Reports. Provides the ability to generate inventory reports sorted by ATU, OPFAC, or license tag number. It also reports vehicle classification and utilization rate.
- e. Accident Report. Provides the ability to generate a list of accidents. List may be sorted by ATU, OPFAC, or license tag numbers.
- 6. <u>The MVD User's and System's Manuals</u> provide the field units technical information about the MVD. Field units were provided these manuals. Additional copies are available from G-SLP, if required.

Exhibit 8-1

						11 0-1	.			
Exhibit 8-1	Office Phone									
Exhi	Office Symbol									
MOTOR VEHICLE DISPATCH LOG	Operator's Name & Signature									
2	Mileage in								,	
	Date and Time In									
	Mileage out									
	Date and Time out									
g	Purpose									
f Transportation Guard	CG-5367A Vehicle Destination Pu									
Department o	CG-5367A Vehicle Tag #	:								

# MOTOR VEHICLE JUSTIFICATION FORM

ATU - OPFAC:	Command Name:_	
1. Tag Number:	Make:	Year:
2. Vehicle Class:		
The average monthly standard for	ismiles/mo	onth.
3. Odometer on/	:	
4. Odometer on/	:	
5. Mileage for the period:	(Subtract line 3 from line	4).
6. Reporting period:		
7. Average monthly mileage:	(Divide line 5 by line 6).	
This is % of the utilization	n standard.	
8. Justification for retaining this vehic (must be specific).	ele must be provided if the utilizat	tion standard is not met
9. How will you meet this requiremen	nt if this justification is disapprove	ed?

# **CHAPTER 9. MAINTENANCE**

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#### **CHAPTER 9 MAINTENANCE**

#### A. Policy.

- 1. <u>Maintenance</u> is the care exercised and the work performed to maintain vehicles in a safe and serviceable operating condition during their normal life span. Vehicles need not be maintained in a like new condition, but only in a safe and fully operational condition. Proper maintenance of vehicles is an important part of shore station operations. Preventive maintenance can save thousands of dollars by allowing vehicles to operate for their full expected life and, more importantly, by ensuring that vehicles perform dependably.
- 2. <u>Maintenance Functions</u> and the varying degrees of maintenance are detailed in this chapter. While it is essential that the maintenance program satisfy the vehicle's operational requirements, it is also necessary that the program strive to achieve maintenance efficiency, decrease maintenance costs, and facilitate maximum vehicle utilization.
- 3. <u>Implementation</u> of the vehicle maintenance program must include performing at a minimum, the following five basic types of maintenance.
  - a. <u>Daily/Weekly Operator Inspection and Service</u>. CG owned, GSA and commercially leased vehicles must be inspected daily/weekly by the vehicle operator. Operator inspections and services consists of inspection and detection of malfunctions that render vehicles unsafe and/or unserviceable. In addition, operator services may include minor parts replacement (wiper blades, fuses, light bulbs, valve caps, etc.), and servicing (water, fuel, air, tires, and battery) as specified by the motor vehicle manufacturer's manual. The operator will be responsible for reporting in writing any noted discrepancies to personnel responsible for taking necessary corrective action. At a minimum, the operator should perform the following inspections and list vehicle discrepancies:

- (1) Daily/Weekly Inspections.
  - (a) Headlights, tail lights, and signal lights operation
  - (b) Tire check
  - (c) Brake operation
  - (d) Glass/mirror condition
  - (e) Fuel level
  - (f) Windshield wipers inspection and washer level
  - (g) Engine oil level
  - (h) Power steering fluid level
  - (i) Automatic transmission fluid level
  - (i) Horn operation
  - (k) Safety equipment seat belts
  - (l) Generator, fan and air conditioning belts for proper tension alignment and wear.
- b. Quarterly Safety Inspections. CG owned motor vehicles, GSA and commercially leased vehicles must be inspected for safety at intervals not to exceed three months or 3,000 miles. Safety inspections will comply with state and local safety inspection intervals if they are more stringent. Normally, to avoid unnecessary downtime, the safety inspection will be performed at the time of the scheduled minor or major maintenance or in accordance with manufacturer's recommendations. However, where the time intervals of these inspections do not reasonably coincide, the prescribed intervals for the safety inspection will be adhered to. Discrepancies which impair safe operation may be corrected before returning vehicles to an operational status. The following vehicle safety inspections will be performed every three months or 3,000 miles. The units will list discrepancies and return checklist to appropriate MFM:

- (1) Headlight, alignment check, taillight, backup, turn signal, warning flashers, instrument and system warning lights, panel and clearance lights
- (2) Exhaust muffler, manifold and pipes for leaks and clamp/hanger
- (3) Tire inflation, tread condition, tire cuts/bruises and unusual wear
- (4) Spare tire
- (5) Jack and tire tool
- (6) Wheel, wheel stud (none missing or loose), and rim
- (7) Brakes (pedal action/pull), master cylinder fluid level
- (8) Parking brake
- (9) Seat and shoulder belts
- (10) Windshield, wiper/washer.
- c. <u>Minor Inspections</u> for CG owned and commercially leased vehicles shall be performed every 6,000 miles or 180 days, whichever occurs first. Repairs will be performed by the authorized dealer or manufacturer, as appropriate, if the warranty applies. If warranty does not apply, the repairs should be limited to those items required by the manufacturer's service manual.
- d. <u>IFMS Maintenance Inspections</u> GSA IFMS FMC will mail a computer printout of Motor Vehicle Authorization (GSA Form 3478) to the units advising them when and what maintenance is due. The time and mileage for vehicle maintenance will be similar to that for CG owned vehicles. Units assigned vehicles outside the vicinity of a IFMS FMC may coordinate maintenance inspections and repairs through GSA. GSA leased vehicles are charged to CG on a monthly plus mileage rate basis. Therefore, CG funds or personnel should not be utilized to repair or maintain GSA IFMS assigned vehicles unless specifically authorized in writing by GSA.

e. <u>Major Inspections</u> for CG owned and commercially leased vehicles should be conducted every 12,000 miles or 12 months, whichever occurs first. These inspections may be performed in accordance with the vehicle manufacturer's maintenance manual.

#### 4. Emissions Inspections.

- a. <u>Clean Air Act.</u> CG is required to comply with state and local programs to improve air quality (COMDTINST 4454.1). All units will conform with the state and local standards to monitor, test, and analyze emissions from CG owned, commercially and GSA leased motor vehicles and use state and local emissions standards in conducting such tests.
- b. Section 203 of the Clean Air Act prohibits CG personnel or contractors assigned to the CG from removing or rendering inoperative any emission control devices. The civil penalty for violations of this provision is \$2,500 per vehicle or per violation. Violations of the unleaded fuel regulations can result in penalties of up to \$10,000 per violation. Performing corrective adjustments, repairs, tune-ups, or engine settings should be accomplished in accordance with the manufacturer's repair manual. Pollution control equipment such as a catalytic converter, exhaust gas recirculation valve, or heated air intake systems should never be removed or rendered inoperative.
- 5. <u>Unscheduled Maintenance</u> is limited to correction of specific deficiencies confirmed by qualified inspection personnel. All deficiencies observed at the time of an unscheduled service, particularly those affecting safety, will be corrected.

#### B. PROCEDURES FOR ACCOMPLISHING MAINTENANCE.

#### 1. **Program Goals.**

- a. Effective Maintenance of CG motor vehicles will be based upon:
  - (1) An established and adequate preventive maintenance system

- (2) Utilization of commercial repair shops to the maximum extent possible. CG owned repair shops will be operated only where economically justified
- (3) Repair or replacement of assemblies and subassemblies where economically justified and practical within the limits of workload facilities, equipment and personnel
- (4) Properly inspect vehicle before and after operation and repair service
- (5) The capability to correct discrepancies detected during daily vehicle operations or inspections
- (6) An established inspection procedure, at appropriate intervals, to evaluate the adequacy and proper functioning of maintenance practices and standards and adherence to prescribed procedures and regulations
- (7) Quality control techniques and checks to assure adequate maintenance services (8) Adequate accounting and record keeping
- (8) Availability of current technical manuals and manufacturer's specifications, which are essential for ready reference
- (9) Necessary measures to ensure the health and welfare of the personnel and the overall security of the facilities and equipment
- (10) Training necessary or required by the individual unit.

#### 2. Serviceability standards.

a. Government Motor Vehicles should be maintained to the degree necessary to ensure they remain in a safe and serviceable operating condition. Vehicles are considered safe and serviceable when their operation will not cause damage or create an unsafe condition.

- b. <u>Safe and Serviceable Operating Conditions</u> may be determined by the following:
  - (1) An operational inspection of vehicle assemblies or subassemblies to determine if they are correctly assembled, installed, and in correct positions and functioning properly, or
  - (2) A visual inspection of vehicle assemblies, or subassemblies to determine excess wear beyond serviceable limits.
- 3. <u>Maintenance Control</u> is largely responsible for the efficiency, economy, and effectiveness of maintenance operations. It is the focal point for the coordination of materials, manpower, and facilities to obtain the best results in terms of quantity and quality.
- 4. <u>Warranty Provisions</u>. MFMs shall ensure that operators of motor vehicles familiarize themselves with the general provisions of the vehicle warranty and its significance in reducing maintenance costs. Personnel connected with the acceptance, operation, and maintenance of motor vehicles shall make maximum effective use of the warranty during the warranty period.
  - a. Warranty Repairs are performed when discrepancies exists on a motor vehicle. CG units in the 50 states and the District of Columbia should return vehicles to local franchise dealers for warranty repairs. CG units should not take action to perform warranty repairs and expect to be reimbursed by the dealer, unless such repairs have been authorized in writing by the vehicle manufacturer. Warranty problems that are not resolved by the local dealer may be referred to the MFM for resolution. CG units outside the 50 states and the District of Columbia, where factory warranty provisions cover only the replacement of defective parts, should, return such parts to the manufacturer using the warranty.
  - b. <u>In-House Service Warranties</u>. As an option to having the local dealer perform warranty corrective action, the unit may choose to negotiate an in-house warranty agreement with the local dealer. This agreement would permit the maintenance manager to choose either

the local dealer or in-house maintenance on warranty repairs without violating the manufacturer's warranty or incurring unscheduled maintenance cost. The provisions which outline the details of the in-house warranty, including billing information, should be specified in the contract between the CG and the local dealer.

- c. <u>Detailed Guidance on Warranties</u>. The "GSA New Vehicle Guide-Warranty, Delivery, Acceptance and Recall of Motor Vehicles" can be obtained without cost by writing to GSA (FZM) Washington, D.C., 20406.
- 5. Other Defects. The manufacturer's responsibility for defective material or workmanship is not necessarily limited to the specified number of miles or years stated in the warranty. Abnormal malfunctions or unusual part failures, detected beyond the warranty period, which can be attributed to defects and not normal wear and tear, should be reported to MFM together with a full description of the failure.

# CHAPTER 10. OPERATOR SELECTION, TRAINING AND LICENSING

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#### CHAPTER 10. OPERATOR SELECTION, TRAINING, AND LICENSING

#### A. INTRODUCTION.

- 1. <u>5 CFR Part 930, Subpart A</u> authorizes governmental agencies to waive issuance of the U.S. Motor Vehicle Operator's Identification Card (Optional Form 346, formerly Standard Form 46) if the agency develops alternative procedures to identify employees who are qualified and authorized to operate government owned or leased motor vehicles.
- 2. <u>U.S. Government Motor Vehicle Operator's Identification Card (OF 346)</u> is not required of employees except when they are operating SPME or general purpose vehicles (over five ton), including buses and ambulances.
- **B.** <u>DISCUSSION.</u> CG standards established minimum requirements for selection and licensing of operators of government owned or leased motor vehicles. These requirements apply to operators of general and special purpose vehicles as defined in Chapter 1 of this manual. These standards are based on the Office of Personnel Management (OPM) requirements for employment of civilian motor vehicle operators. Military personnel are not governed by the requirements of OPM. However, these standards will be applied to military personnel except as indicated herein. These standards apply to full time and incidental operators.

#### C. OPERATOR SELECTION.

- 1. **Full Time Operators** must meet the following requirements:
  - a. Possess a valid state drivers license for the specific class of vehicle to be operated
  - b. <u>Be an experienced operator</u> in accordance with the requirements of the Job Qualification System for Trades and Labor Occupations, X-118C, issued by OPM
  - c. Meet the physical fitness requirements of 5 CFR Part 930, Subpart A.
- 2. <u>Incidental Operators</u> are not required to meet the requirements of paragraphs b and c above. However, Commanding Officers shall ensure that employees can safely operate a motor vehicle before authorization is issued.

- **D.** <u>SELECTION CRITERIA.</u> A review of the driving record of potential full time operators will be conducted prior to authorizing a person to operate a motor vehicle. The review shall be made as follows:
  - 1. <u>For Military Operators</u>. A review of the Permanent Government Motor Vehicle Operator's Record (CG-3308) and Administrative Remarks (CG-3307) shall be made. At a minimum, this check should consist of reviewing previous driving experience, training attended, mishap data (including information on driver safety counseling) and vehicle operation performance.
  - 2. **For Non-Military Operators**. A review of the Motor Vehicle Operator's ID Card Application and Record (CG- 4077) shall be made to determine suitability for assignment to duties as full time operator. A review of operator's qualifications shall be made to ensure that the guidelines in 5 CFR Part 930, Subpart A are met.

#### E. OPERATOR'S AUTHORIZATION.

1. Operators of Special Purpose Motorized Equipment(SPME). The licensing requirements for civilian operators of commercial motor vehicles, including buses and emergency vehicles, are found in the Commercial Vehicle Safety Act of April 1, 1986, 49 U.S.C. 31301, et seq., and implemented in 49 CFR Part 383. A commercial motor vehicle is any vehicle with a gross combination weight rating of 26,001 or more pounds (inclusive of a towed unit with a gross vehicle weight rating of 10,000 pounds), or a gross vehicle weight rating of 26,001 or more pounds, or a vehicle designed to transport 16 or more passengers (including the driver). Civilian operators of commercial motor vehicles are required to have a current commercial driver's license from their respective state. Operators not properly licensed are subject to civil and criminal penalties up to a maximum fine of \$5,000 and 90 days in prison.

- 2. <u>Military Operators of Commercial Motor Vehicles</u> are exempt from state licensing requirements. However, commanding officers shall require that military operators have in their possession a valid state driver's license, and a U.S. Government Motor Vehicle Operator's Identification Card (OF 346) identifying type of equipment and a U.S. Armed Forces Identification Card (DD2CG [Active or Reserve]). They shall also require all military operators to receive training equivalent to local state commercial license standards.
- 3. <u>Operators of General Purpose Vehicles</u> (five ton and under) shall be required to have in their possession a valid state driver's license and either a U.S. Armed Forces Identification Card (DD 2CG [Active or Reserve]) or appropriate Federal Employee Identification Card.

#### F. RECERTIFICATION.

- 1. <u>Full Time and Incidental Operators</u> will be recertified, at a minimum, every four years and/or upon reassignment to a new unit.
- 2. **Recertification** requirements are the same as those established in paragraphs D and E of this Chapter.
- 3. **Maintaining a Safe Driving Record** shall be required of all motor vehicle operators.

#### G. SUSPENSION OF OPERATOR PRIVILEGES if:

- Operator Found Guilty of operating a motor vehicle while under the influence of alcohol or narcotics. This includes findings under military and civilian judicial proceedings.
- 2. **Operator Convicted for Leaving the Scene** of an accident in which they are involved.
- 3. Operator Failure to Meet Physical Fitness Requirements. This does not apply to incidental operators. Employees in less than a full-time operator status should be determined capable of safely operating a motor vehicle before being assigned such duties.

#### H. RESPONSIBILITIES.

- 1. **Unit Commanders and Commanding Officers** shall ensure that:
  - a. <u>Operators hold a valid state driver's license</u> for the type of vehicle they will be operating (bus, 10 ton tractor, 40 ft. trailer, limousine, etc.).
  - b. <u>Safe driving instructions</u> are provided as a routine part of their command's training program. The training shall include information on state and local traffic regulations, good driving practices and preventive measures to eliminate motor vehicle accidents. Local agencies such as State Police/Highway Patrol and city and county agencies should be used as resources in providing motor vehicle safety training.
  - c. <u>Immediate action</u> is action (disciplinary and/or administrative) where operators are negligent when operating a motor vehicle.
  - d. When authorizing an employee to operate a motor vehicle that an entry is completed in Section 15 of the Permanent Government Motor Vehicle Operator's Record (CG-4077).
- 2. **Government vehicle operators** shall be responsible for the safe operation/care of the vehicle while it is assigned to them. They should:
  - a. <u>Immediately notify</u> their commanding officer when their state driver's license has been suspended, revoked, or is no longer valid due to expiration.
  - b. <u>Observe safe driving practices</u>, exhibit good common sense and courtesy at all times.
  - c. Obey all state, city and county traffic laws and ordinances.
  - d. <u>Certify</u> to the Commanding Officer that they are fully qualified to operate the vehicle.

# CHAPTER 11. SAFETY, ACCIDENT PREVENTION AND REPORTING

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#### CHAPTER 11. SAFETY, ACCIDENT PREVENTION AND REPORTING

#### A. INTRODUCTION.

- 1. <u>Accidents</u> involving government owned, commercially leased, and privately owned motor vehicles impose an alarming drain on personnel, equipment, and CG funds. Aggressive, continuing action will be taken to achieve maximum vehicle safety in the administrative use of motor vehicles in order to conserve these critical resources for the accomplishment of vital missions.
  - a. <u>Accident Prevention</u> programs must be supported at all command levels and must embrace such broad facets as strict observance of recognized safety practices, investigation, reporting, and analysis of accidents, appropriate disciplinary action against safety offenders, periodic vehicle safety inspections, and vehicle safety education and reeducation programs.
  - b. <u>Motor Vehicles</u> will not be used unless they are in a safe and serviceable condition.
  - c. <u>Qualified Licensed Drivers</u> shall be authorized to operate Government motor vehicles and equipment.
  - d. <u>Administrative Use Vehicles</u>. Commanding Officers and Commanders of Headquarters Units shall ensure that operators are familiar with civil traffic laws, rules, and regulations.
- 2. **Operator Responsibilities**. Government vehicle operators involved in an accident shall:
  - a. Render any possible assistance to the injured
  - b. Notify the supervisor or next higher authority in the chain of command
  - c. Notify state and local law enforcement authorities

- d. Submit a Operator's Report of Motor Vehicle Accident (SF-91). Obtain and record information from witnesses on Statement of Witness (SF-94) and submit this information to the supervisor for the MFM
- e. Submit an SF-91 and SF-94 to the supervisor for notification and submittal to the MFM (within seven days for damage that is less than \$250 and no bodily injury to the employee)
- f. Notify the MFM of property damage more than \$250 or bodily injury. The operator's supervisor shall submit Investigation Report of Motor Vehicle Accident (SF-91A), SF-91, and SF-94 to the MFM within 48 hours of the accident
- g. Submit to the MFM supporting documents (photos, measurements, doctors certificates, police report) and other pertinent data
- h. Operators will not express opinions (orally or in writing) to claimants or their agents as to liability investigation finding or the possibility of a claim approval.
- i. Operators will not make official accident investigation reports available to a claimant or to any individual or representative of any non-military organization.
- j. Operators shall submit a Mishap Report in accordance with the Safety and Environmental Health Manual COMDTINST M5100.47 (series).

#### 3. Supervisor Responsibilities.

- a. <u>Notify</u> the MFM within 24 hours whenever passengers are injured or otherwise incapacitated.
- b. Submit the SF-91 and all supporting documents to the MFM.

#### 4. Motor Fleet Manager (MFM) Responsibilities.

- a. <u>Notify IFMS FMC</u> by phone of personal bodily injury or property damage in excess of \$250 within 24 hours.
- b. <u>Advise CG legal counsel</u> of an accident involving personnel injury or property damage in excess of \$250.
- c. <u>Submit copies</u> of the SF-91, SF-91A, and SF-94, to IFMS FMC within seven days when GSA leased vehicles are involved in an accident.

#### B. SAFETY AND ACCIDENT PREVENTION.

- 1. <u>Safety Is A Command Responsibility</u> that cannot be delegated. Every effort possible must be exerted toward the elimination of conditions which could lead to personal injury, property damage or adverse impact on the CG mission capability.
- 2. <u>Employees Of The CG Have a Personal Responsibility</u> to safeguard themselves, their fellow members, and government property entrusted to their care. However, it is the commander's responsibility to provide safety and accident prevention awareness training. When precautions are taken to educate and train an individual to safely operate a motor vehicle, the total productivity of the organization will increase. Accidents attributed to human error are normally the result of bad judgment. Excessive drinking, fatigue, anger, depression, drugs and reckless operation are some examples of the causes of motor vehicle accidents.
- 3. <u>Employee Training and Equipment Care</u>. In addition to ensuring that drivers are trained and educated, the command must ensure that motor vehicles are equipped and maintained properly.
  - a. Fire Extinguishers shall be equipped on CG owned, or commercially leased SPME.
  - b. <u>Safety Belts</u> shall be installed and used in Government owned passenger motor vehicles.
    - (1) Motor vehicles used for official Government business shall be equipped with the number of safety belts originally installed in such a vehicle.

- (2) Employees shall have a safety belt properly fastened about their body while riding in a motor vehicle on official Government business.
- (3) Employees operating a motor vehicle on official Government business shall request passengers to fasten their safety belt.
- (4) Employees shall notify the appropriate MFM for the repair of non-functioning safety belts in a vehicle owned or leased by the Government.
- **C.** <u>ACCIDENT REPORT FORMS</u>. The following forms are required in the event a GSA/Commercial leased, CG owned, or POV is involved in an accident:

<b>FORMS</b>	PREPARED BY	SUBMITTED TO
SF-91	Operator	Supervisor
SF-91A	Supervisor	MFM
SF-94	Operator	Supervisor
<b>OF-26</b>	Supervisor	MFM

D. EMPLOYEE LIABILITY-PRIVATELY OWNED VEHICLE (POV). Under the Federal Tort Claims Act (FTCA) as amended (28 U.S.C. 2671 et seq.), the U.S. Attorney General will defend all civil action for damage or injury bought against Government employees or their estates resulting from their operation of motor vehicles (including POV) while acting within the scope of their official office or employment. Damage to the employee's personal vehicle is covered by the Government's automatic insurance plan and the employee's personal insurance. Bodily injury/death to the employee is covered under state Workman's Compensation provisions.

# **CHAPTER 12. FACILITY DESIGN CRITERIA**

See current standard in COMDTINST Ml1012.7 (series), Shore Facilities Standards Manual (SFSM).

# **CHAPTER 13. REPORTS AND RECORDS**

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#### CHAPTER 13. REPORTS AND RECORDS

- **A.** <u>INTRODUCTION</u>. The purpose of this chapter is to provide guidance on reports and records required to manage the motor vehicle program. Reports required by Commandant (G-SLP) or GSA may either be by specific form or specific information.
- **B.** <u>REPORTS AND RECORDS.</u> Several reports are utilized to manage the motor vehicle program and ensure compliance with applicable DOT directives and Federal Regulations.
  - 1. <u>Forecast of Planned Acquisitions</u>. 41 CFR 101-38.102, requires a Departmental submission each fiscal year (FY) of Annual Forecast of Motor Vehicle Acquisition. The forecast should include both passenger automobiles and light trucks less than [8,500 pounds Gross Vehicle Weight Rating (GVR)]. CG MFMs must report their planned acquisitions for the next two fiscal years (FY+1, FY+2) to Commandant (G-SLP) & servicing CEU no later than 1 November of each year via letter. The agency must achieve the fleet average fuel economy rating for passenger vehicles and light trucks.

# 2. <u>Agency Report of Motor Vehicle Data Standard Form 82 (SF-82, revised 3-82)</u> (RCS-1102-GSA-AN).

- a. 41 CFR 101-38.9 requires the submission of SF-82, Agency Report of Motor Vehicle Data (exhibit 13-1) by all agencies to GSA. Therefore, CG MFMs must submit a completed SF-82 to Commandant (G-SLP) no later than 1 November of each year. These forms may be ordered using instructions given in the Catalog of Forms M5213.6(series). General preparation instructions are printed on the reverse side of the form. The following additional guidance is provided to assist in completion of this form (RCN 11240-9):
  - (1) General purpose motor vehicles CG owned or leased are classified as reportable vehicles
  - (2) Separate SF-82's are required for domestic and foreign vehicles. The domestic fleet includes those vehicles located in the Continental United States (CONUS), its territories, possessions, and Puerto Rico. The foreign fleet are those vehicles located outside CONUS

- (3) Previous editions of the SF-82 required information on GSA IFMS usage (in units of vehicle years) and cost. The present SF-82 (revised 3-82) has deleted this requirement; however, the information is required for CG purposes. Therefore, this information may be reported in Section II, Part B, lines 14 and 15. Line 14 should be used to report number of GSA IFMS vehicles on hand and line 15 column (a) through (j) should report GSA IFMS vehicle cost
- (4) Section III indicates the total number of vehicles
- (5) CG owned general purpose and commercially leased vehicles should be included on the SF-82. The number of vehicles reported in line 1 of the current FY may be identical to the number reported in line 4 of the previous FY (explain any difference in the remarks section of this Form).
- 3. Motor Vehicle Utilization Report (CG-5368). The report (RCN-11240-2) will be forwarded to Commandant (G-SLP) by November 1 of each year along with the SF-82. The Motor Vehicle Utilization Report and instructions for completing the form are contained in exhibit 13-2. Reproduction of this form is authorized. This report includes ALL vehicles, both CG owned, GSA and commercially leased used by the CG. The data for this report is obtained from the Vehicle Utilization Record (CG-5367, exhibit 13-3). This form can be accessed from Jet Form Filler on SWSIII and Forms Plus Laser on SWSII.

#### 4. Motor Vehicle Expenditure Report (Exhibit 4).

- a. <u>Public Law 99-272, Title XV. Federal Motor Vehicle Expenditure Control,</u> established requirements for information on motor vehicle related cost.
- b. The Motor Vehicle Expenditure Report (RCN 11240-8) shall be forwarded to Commandant (G-SLP) by 1 August each year. G-SLP will provide the appropriate report form to units by July of each year. The report will cover data on general purpose motor vehicle operation, maintenance, leasing, acquisition and disposal, including privately-owned vehicles used for official purposes. The report includes expenditures for the

preceding fiscal year (actual), current fiscal year (actual/estimate), and the next two fiscal years (estimate). MFMs shall provide the costs based on motor vehicle reports available (1) Field and Headquarters units will gather information and send it to Commandant (G-SLP) for consolidation and inclusion in the Department's Budget submission.

(2) Instructions for preparing the report for Motor Vehicle Related Costs are shown below: Column 1. The FY Motor Vehicle Expenditure Report Form contains the motor vehicle related cost required and defined in the FPMR Temporary Regulation G-48. For the purpose of this report obligations/outlays are essentially identical, therefore, only entries reflecting "costs" are required. Column 2. Current FY Actual. Report the total and individual cost element's actual obligations for motor vehicle related cost. The amount reported shall be actual instead of the estimated cost provided in last year's report. Column 3. Next FY Estimated Cost. Report the total and individual costs estimated for the next FY taking into consideration obligations incurred during the current year. Column 4 and 5. Report the total and individual estimated costs for the next two years.

#### 5. Vehicle Acquisition and Disposition Report, (CG-4327, Exhibit 13-5).

a. The Vehicle Acquisition and Disposition Report (G-ECV-3053) will be submitted to the Commandant (G-SLP) when both general purpose and SPME, as well as, commercially leased vehicle are (1) received (original acquisition or lease); (2) transferred to another unit; (3) disposed of or (4) modified or altered to change the vehicles operational characteristics. These reports are not required for trailers. This form can be obtained from the ELC in Baltimore. Stock number 7530-00-f01-7110 Unit of Description (U/D) card, and the Unit of Issue (U/I) CD.

- b. <u>During the Fourth Quarter of Each Fiscal Year</u>. Each unit will be provided with a list of all CG owned motor vehicles assigned to them for correction. The corrected list should be forwarded with the SF 82 to the Commandant (G-SLP). The total number of general purpose vehicles must be the same on both reports.
- c. <u>A Complete Physical Inventory</u> of motor vehicles is normally required only upon relief of the MFM. However, if the MFM is not relieved within three years, a physical inventory must be made prior to the third anniversary date. The period may be extended 60 days if a relief is anticipated within that time. This inventory must include an independent person who has no direct interest in the outcome of the physical inventory. In order to correct the unit's inventory list of CG owned vehicles, each adjustment must be made on form CG-4327 and forwarded to Commandant (G-SLP).
- 6. **GSA Motor Vehicle Commercial Leasing Program**. All new requirements for commercially leased motor vehicles needed by CG for 60 consecutive days or more shall be submitted to Commandant (G-SLP). G-SLP will forward these requests to GSA for appropriate action.
- 7. The Annual Summary Report of Fringe Benefits (CG-5625) as well as the Automobile Commuting Use Reporting Form (CG-5624) must be prepared for personnel who used Government vehicles for H-T-W transportation 12 or more times during the year. Both forms (exhibits 5-1, (RCN 11240-6) and 5-2, (RCN 11240-7) must be submitted by 30 November of each year to the appropriate pay centers (Pay and Personnel Center, Topeka, KS, for military and the Federal Aviation Administration, Oklahoma City, OK, for civilian personnel).
- 8. **GSA FORMS**. GSA generates and distributes the following documents to appropriate CG units for validation. Units input is provided directly to GSA.
  - a. Monthly Motor Vehicle Use Record GSA (Form 494) is self-addressed monthly computer printout of IFMS vehicles assigned to CG units. Each unit must annotate the ending vehicle mileage, make necessary corrections in red ink, sign, date, and mail the form back to IFM'S return address for processing by the 15th of each month for billing purposes.

- b. <u>Motor Vehicle Assignment Receipt (GSA Form 1152)</u> is an Issue/Turn-in receipt for IFMS leased vehicles. (See exhibit 13-6 for forms and supplementary data needed for filling out forms).
- c. <u>Motor Vehicle Service Authorization (GSA Form 3478)</u> is a self addressed computer printout of the preventive maintenance schedule mailed to CG units one month prior to when preventive maintenance is due. Upon completion of scheduled maintenance return the form to IFMS verifying maintenance completion.
- d. <u>Notice of Overdue Inspection (GSA Form 3478A)</u> is self-addressed computer printout is a reminder for failure to comply with preventive maintenance schedule. Complete the overdue maintenance and return the form to the IFMS.
- 9. The Vehicle Utilization Record (CG-5367) must be filled out and kept in Unit records for every vehicle. The mileage on the utilization record (RCN-11240-3) must be forwarded to the Motor Fleet Managers quarterly.

Exhibit 13-1

A( (Read ins	AGENCY REPORT OF MOTOR VEHICLE DATA Read instructions on reverse carefully before completing this form)	OTOR VEHICI Illy before comp	E DATA leting this form		Fiscal Year Ending Sept. 30,	Sept. 30,			VEHICLES Domestic	VEHICLES BASED (Check One)  Domestic Fore	eck One) Foreign		
Department or Agency	Agency	Bureau, Service, etc.	, etc.		Date Prepared		=	Interagency Report Control No.	1 -	1102-GSA-AN	1		
					GENERAL PL	GENERAL PURPOSE VEHICLES		TRUCKS/TRACTOR BY GROSS VEHICLE WEIGHT RATING (GVWR)	CTOR BY G	GVWR)	CLE WEIG	HT RATING	
	DESCRIPTION	N		LINE NO.	TOTAL (All Vehicles)	Sedan and Station Wagons	Ambulances	Buses (16 or more passengers)		16,000 LBS and UNDER	BS and ER	16,001 LBS and OVER	2
					(a)	(p)	(2)	Ð		6) (c)	<b>*</b> E	30	
	AGENCY OWNED VI	NNED VEHICL	EHICLES ON HAND	_									
SECTION 1	AVERAGE COMMERCIALLY	_	LEASED VEHICLES	2									
	TOTAL	TOTAL COMMERICAL LEASE COST	LEASE COST	3									I -
	AGENCY OV	AGENCY OWNED VEHICLE FUEL COST	E FUEL COST	4									Γ
	IIO	DIRECT MAINTENANCE COST	NANCE COST	5									
SECTION II		JNI	INDIRECT COST	6									l
		TOTALCO	TOTAL COST (Optional)	7	-								
		TOTAL GALL	GALLONS OF FUEL	8			-						[
		TOTAL MILE	MILES OPERATED	6									
	SEDANS AND OWN	SEDANS AND STATION WAGONS OWNED-LEASED	SNOS			SECTION IV (Please read instructions on (reverse when completing this section)	se read instructi	ons on (reverse whe	n completing	this section)			
				10		Fuel Type Diesel	Electric	Ethanol Gasoline	ne Methanol	nol NG	Propane	Other Total	3
SECTION III	VEHICLE CLASS	OWNED	LEASED	=	Vehicles Acquired This Year	d This Year					┢		
	Class I - SUBCOMPACT	Т		12	Total vehic	Total vehicles in Fleet							П
	Class II - COMPACT			13	Gasoline Equivalent Gallons	ent Gallons							
	Class III - MIDSIZE			4		Fuel Cost							
	CLASS IV - LARGE			REMARKS	IKS								Γ
	Class V - LIMOUSINE	-											bit
NAME AND T	NAME AND TITLE OF CONTACT FOR ADDITIONAL INFORMATION	ADDITIONAL	INFORMATIO		TELEPHONE NO.	NAME. TITLE AND SIGNATURE OF RESPONSIBLE OFFICIAL	DSIGNATURE	OF RESPONSIBLE	OFFICIAL		TELE	TELEPHONE NO	Т
(If different tha	(If different than responsible official)			-									
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#### INSTRUCTIONS FOR SPECIFIC LINE ENTRIES

#### **GENERAL**

1. <u>Copies and mailing</u>. Each form shall be prepared and mailed not later than December 15 following the end of the fiscal year to:

General Services Administration Federal Vehicle Policy Division (MTV) 18 and F Street, NW Washington, DC 20405

2. Reportable vehicles. For purposes of theses instructions, "reportable vehicles" will include all sedans, station wagons, buses, ambulances, carryalls, trucks, and truck tractors. Included are all vehicles of the types named which utilize alternative fuels as defined in Section 301 of the Energy Policy normal Agency fleets. Alternative fuels include, but are not limited to, methanol, ethanol, natural gas, propane, and electricity. Excluded are semi-trailers, and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; trucks with permanent mounted equipment; fire trucks; air compressors, etc.; motorcycles; and military design vehicles described in FPMR 101-38.

CAI	EGORY		SEPARATE SF-82 REQUIRED	SECTION I, III, IV AGENCY OWNED AND LEASED VEHICLES	SECTION II AGENCY- OWNED VEHICLES ONLY
	LARGE	Domestic	X	X	X
INDEPENDENT	FLEET	Foreign	X	X	X
ESTABLISHMENT	SMALL	Domestic	X	X	X
	FLEET	Foreign	Х	X	X
	LARGE	Domestic	X	X	Х
DEPARTMENT	FLEET	Foreign	X	X	X
	SMALL	Domestic	X	X	X
	FLEET	Foreign	X	X	X

Domestic fleets, foreign fleets, large fleets, and small fleets are defined in FPMR 101-38.

Fleets held by independent establishments usually will constitute large or a small fleets, but not both. Data for a small fleet will be reported only in Section I, III, and IV; large fleets must be reported in all sections.

Fleets owned by departments may constitute both large and small fleets. For example, a department may have ten bureaus, of which two own 2,000 or more reportable vehicles, worldwide. Each of these large fleets will be reported separately on a Standard Form 82, except that if a fleet comprises domestic and foreign vehicles, two Standard Forms 82 will be prepared. In this example, the department would prepare a summary Standard Form 82 (two, if domestic and foreign vehicles are involved); this summary would include Sections I, III, and IV data for all vehicles held by the department, but Section II would summarize only the data reported on the separate Standard Form 82 for the two large fleets.

#### **DATA ENTRIES**

Data for each line of this form hall be reported by type of motor vehicle as indicated in the column headings. Instructions for specific line entries, below, correspond to line terms on the form.

Do not include GSA Interagency Fleet Management System (IFMS) vehicles.

#### INSTRUCTIONS FOR SPECIFIC LINE ENTRIES

## SECTION I - Reportable Agency-owned and leased vehicles.

- 1. <u>Agency-owned Vehicles On Hand</u>. Record only the number of vehicles (of each type) available for use, including any reserve storage as of September 30. Exclude any vehicles ordered but not received, and any vehicles removed from storage awaiting disposal
- 2. <u>Average Commercially Leased Vehicles</u>. This entry is determined by adding the number of commercial leases on hand for each month in the fiscal year, then dividing by 12.
- 3. <u>Total Commercial Lease Cost</u>. Enter total amount for commercial leases during the fiscal year. Include payments to lessors and all costs associated with using the vehicle (fuel, maintenance/repairs, etc.).

# SECTION II - Agency-Owned Vehicle Costs for Large Fleets (2,000 or more vehicles). (Round to nearest dollar)

- 4. <u>Agency-Owned Vehicle Fuel Cost</u>. List all fuel costs attributable to specific vehicle types (see Cost Classification Chart.
- 5. <u>Direct Maintenance Cost</u>. List all maintenance costs for work which can be attributed to specific Agency Owned vehicle (see chart).
- 6. <u>Indirect Cost</u>. List all cost not readily identifiable to specific vehicles including all applicable overhead costs from the Headquarters or Central Office level down through the field operation level (see chart). GSA will distribute agency's overall cost to the specific vehicle types using the same formula for all agencies. DO NOT INCLUDE DRIVER'S SALARIES.
- 7. <u>Total Cost</u>. Provide the total direct and indirect cost to operate and maintain Agency-Owned vehicles. Add lines 4, 5, and 6. This is optional for an agency to complete. If left blank, GSA will perform the calculations.
- 8. <u>Total Gallons of Fuel</u>. Enter the number of gallons of petroleum-based fuel consumed by Agency-Owned vehicles for the fiscal year. See General, paragraph 2. Note GSA will also convert to liters for reporting purposes using a formula of number of gallons x 3.79 = number of liters..
- 9. <u>Total Miles Operated</u>. Enter number of miles operated by Agency-Owned vehicles for the fiscal year. Note GSA will also convert to kilometers for reporting purposes using a formula of number of mile x 1.61 = number of kilometers.

#### **SECTION III- Inventory Data.**

Break down the total number of Agency-Owned vehicles shown on line 1, column (b) by vehicle class, and the number of commercially leased vehicles (leased for 60 days or more) line 2, column (b). Do not include GSA IFMS vehicles. IFMS data to be provided directly by GSA.

SECTION IV - Agency-Owned and commercially leased vehicles (do not include GSA IFMS provided vehicles). This section if for DOE energy reporting requirements.

- 10. **Fuel Type**. The major fuel types are listed, including alternative fuels. The alternative fuels are as defined in the Energy Policy Act of 1992.
- 11. <u>Vehicles Acquired this year</u>. List the number of vehicles by fuel type acquired during the reporting period. A flexible fuel or bi-fuel vehicle should be shown only in the appropriate alternative fuel column (do not show in the gasoline column also). For example, a vehicle capable of operating on natural gas or gasoline would be shown in the NG (natural gas) column.
- 12. <u>Total Vehicles in Fleet</u>. List total vehicles by fuel type in fleet.
- 13. <u>Gasoline Equivalent Gallons</u>. List the gallons of fuel used by type. For fuel usage, a gallon of E85 (85% ethanol; 15% gasoline) would be shown under the ethanol heading. A gallon of gasoline with a 10% ethanol additive would be shown under the gasoline heading. For alternative fuels (anything other than gasoline and diesel), the agency is to convert the fuel used into gasoline equivalent gallons (GEG) using the following conversion ratios:

#### **Fuel Type**

## Gasoline Equivalent Gallons (GEG)

Ethanol
Methanol
NG – Compressed
NG – Liquid
Propane
Electricity

70% of gallons consumed 60% of gallons consumed 82% per 100 cu ft consumed 70% of gallons @ 14.7 psi and -264F 70% of gallons consumed TBD of kilowatt hours

14. **Fuel Cost**. The actual cost paid for the fuel used.

#### COST CLASSIFICATION CHART

PERSONNEL LABOR COSTS MIL & CIV	<b>OPERATIONS</b>		
	OPERATIONS	MAINTENANCE	COSTS
Driver testers (when funded by transportation)			X
Headquarters, Regional, and other overhead			X
personnel			
Individuals in charge of both operations and			X
maintenance (if applicable)			
Inspectors, estimators, cost clerks, dispatchers,			
maintenance planners, production control			X
personnel			
Maintenance Officer, service manager, and			X
shop supervisors			
Mechanics, machinists, welders, painters,			
lubricators, and other allied craftsmen who		X*	
perform labor on reportable vehicles			
Service Station attendants, supply personnel,			
shop stock personnel (when funded by			X
transportation)			
Tire and battery repair		X*	X
MATERIAL COST			
Fuel (all including alternative fuels)	X		
Motor oil, lubricant, fluids		X*	X
Replacement parts		X**	
Pre-expensed items (benchstock)			X
Equipment needed to meet special operating			
requirement (such as cargo covers, sideboards,		X	
racks, fire extinguishers)			
MISCELLANEOUS COSTS			
Maintenance when accomplished by facility			
other than that controlled by the Agency		X	
Custodial, office supplies, printing (forms),			X
etc.			
Printing identification insignia		X	
Preventive maintenance		X	
Rental of commercial buildings			X
Repair of accident damage (including all direct		X	
labor, parts, accessories, and materials used)			
Washing, polishing, and servicing			X
Small tools and equipment			X
Utility costs			X
Capital improvements to facilities			X

#### **FOOTNOTES**

<sup>\*</sup> Charge as direct if a work order is issued; charge as indirect for minor work not on shop repair order \*\*Charge as direct if a work order is issued unless theses are pre-expensed items.

Purpose Date and Mileage Time out out	Date and Mileage	Operator's Name & Signature		
			Office Symbol	Office Phone
			-	
				•
				-
				· · · · · · · · · · · · · · · · · · ·

#### **INSTRUCTIONS FOR MOTOR VEHICLE UTILIZATION REPORT (CG-FORM 5368)**

- (1) If the vehicle is used for less than a 12-month period, note the total months used and actual mileage used, not projected usage. Place vehicle into the category that best fits the vehicle i.e., (If vehicle is used for 2 months, is a sedan and obtained 4,000 miles, then its monthly average is 2,000 miles. It exceeds 41 CFR 101-39.9 criteria. Therefore, it should go under column exceeds 41 CFR 101-39.9... If same vehicle went only 1,000 miles its monthly average (500) would be less than 41 CFR 101-39.9 and would go in the less than column).
- (2) All vehicles less than the 41 CFR 101-39.9 limitation require special justification. They must be categorized either as operational or administrative program. Using the vehicle record, indicate which category the vehicle is in by placing a check in either column. All vehicles that have been classified as special purpose vehicles shall place the letters "SP" in the appropriate column in lieu of a check mark.
- (3) For each vehicle, note whether it is active or terminated. All vehicles that will be or have been terminated should be marked as terminated and date of termination provided.
- (4) This form is to be used for both GSA and DOT owned vehicles.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD	VEHICLE UTILIZATION RECORD (Before Filling Out This Form Please
CG-5367 (REV 10/96)	See Page 2)
SECTION A	. VEHICLE DATA
1. OPFAC/UNIT NAME	•
2. No. OF VEHICLES AT OPFAC 3. TAG NUMB	ER 4. FPMR ANNUAL MILEAGE OBJECTIVE
5. ACTUAL MILEAGE USED 6. VEHICLE WILL A	BSORB MILES/YEAR FROM TERMINATED VEHICLE TAG NO.
	TION (Check at least (1) item that applies to the vehicle-see instruction
1. Operational Program as defined in COMDT	INST M16010.1
a. Sole vehicle at OPFAC b. Vehicle Required on stand by status	as part of the operational platform rcement, boating safety
(3) Pollution response boat/equipm (4) Transportation via unimproved (5) Vehicle used for fire fighting	ent roads or off-road
(5) Vehicle used for fire fighting	
(5) Vehicle used for fire fighting (6) Vehicle used for medical respo (7) Vehicle used as command post f c. Vehicle has special equipment requi	or operational program
_ (1) Emergency lights and associate	d equipment required operational program
(2) Rolling Workshop (racks, bins, must be completed also to econ a trailer or other non-motoriz	parts, tools, generator). Paragraph B.2e omically justify the vehicle usage in lieu of ed vehicle
(3) Security type vehicle specific program.	ally equipped for operational
2. Administration (Support Program)	
	tive vehicle, the remaining vehicles (
number of vehicles) are required to b. Vehicle used for vessel-when in por	
c. Vehicle used to transport materials	(spill equipment, markers, buoys) required
for the CG to perform its mission.	Commercial vehicles either are not feasible
	neral supplies and people should not be nally, sedans/stations wagons would not be
used to transport material on a rou	tine basis. Para C5 and C7 must be compl.
d. Seasonal demand, peak months are	Geographic
	e alternate vehicle source or term vehicles
	. Paragraph C3 must also be completed.  TIVE (Complete at least (1) item,
	see instructions)
1. Days used per month	
<ul><li>2. Hours used per month</li><li>3. Miles/month reduced due to geographic l</li></ul>	ocation/climate condition
4. People transported per month	
5. Pickups made per month	
6. Service calls made per month 7. Number of items carried per month (buoy	e atc \
8. Other - (specify)	s, etc./
NOTE: Actual use must meet or exceed utili vehicle continual use. Failure to consiste termination.	zation objective goal in order to justify a ntly not meet the goal is justification for
	SOURCES (See Instructions)
1. Commercial vehicle becomes a economical	
2. POV becomes economical under what condi	
3. Mass Transportation has been considered	
Signature of MOTOR VEHICLE MANAGER	DATE

#### INSTRUCTIONS FOR VEHICLE UTILIZATION RECORD (CG-5367)

#### SECTION A. VEHICLE DATA

- Fill in "OPFAC/Unit name" as defined in COMDTINST M 5440.2B
- 2. Fill in "Number of Vehicles at OPFAC". This is the total number including the vehicle identified in item 3 below
- Fill in Vehicle "Tag Number"
  Fill in 41 CFR mileage objective from table below based upon the appropriate vehicle type and two digit standard equipment code. If a special purpose vehicle, state this on this line by using the letter "SP"

opecial parpoor	TONITOTO, OCUCO CHIED ON C	ned ranc by abing the re-	ccci Di .
Vehicle Type	Sedans/Station Wagons	Trucks 4X2, 4X\$	Trucks 1-1/2
		1 Ton or less	Ton or more
4 Digit Standard	11, 12, 13, 14, 21,	41, 42, 43, 61, 63	71, 81-89,90
	11, 23, 32, 51, 52	Truck Tractors (79,89)	
FPME ANNUAL MILEAGE	12,000 Miles	10,000 Miles	7,500 Miles

- 5. Fill in "Actual Miles Used" in miles per year. If this number exceeds the number selected in item 4 above, STOP, no further information required. If number is less that item 4 above, or special purpose, continue completing form.
- \_ miles/yr, from terminated vehicle tag 6. Fill in "Vehicle Will Absorb If another vehicle at this OPFAC has been terminated, number some of the mileage increases should be a reasonable estimate and should not be the total mileage used by the terminated vehicle. If this increased mileage will allow the active vehicle to exceed the FPMR mileage standard, STOP, do not complete remainder of form, if not continue completing form. If special purpose continue completing form.

#### SECTION B. SPECIAL JUSTIFICATION.

Check at least (1) item that applies to the vehicle, FILLING in miscellaneous information as requested. Vehicle must meet one of these specific justification. Modifying form to fit special needs is not authorized by COMDT (S-SLP). If item B-2.b is checked, determine the required mileage objective.

vehicle. When a vehicle does not meet 41 CFR mileage objective in A above, but UTILIZATION OBJECTIVE. Complete at least (1) item that applies to the vehicle. When a vehicle does not meet 41 CFR mileage objective in A above, but special justification exists as noted in B above, utilization objectives other than mileage MUST be selected to justify need and retention of the vehicle (also Motor Vehicle Manual, Chapter 8). Fill in any applicable items in paragraph C-1 through C-8 as a GOAL in justifying the vehicle. Estimate the "ACTUAL" data that the vehicle obtained. Actual days should be modified to reflect mileage or time lost due to repairs/maintenance, etc.

ALTERNATE SOURCES Complete all the information requested. In determining the need for vehicles, commercial, POV, and mass transportation MUST be considered.

For Line 1, define when the use of a commercial vehicle becomes economical. The required information can be obtained by calling the GSA Commercial Leasing Contractor.

For line 2, fill in by consulting the table contained in the Motor Vehicle Manual, Chapter 8.

For line 3, fill in "Mass Transportation" information which applies. Since each situation is different a standard does not exist. In some situations, the blank can be completed with "Not Applicable. "Consider availability, economy, and efficiency of mass transportation.

#### Vehicle Acquisition and Disposition Report

COPY T	O COMMANDANT (G-S)	WITH VEHICLE RECORD LP) DER OR CO., HQ UNIT	)
CG-4327			
I. ACQUISITION: Fill in		tion and upon change in	
1. TAG NO. REPLACES	2. OPFAC AS PER CG-244	3. OPERATING MISSION	4. YEAR MODEL
5. GROSS VEHICLE WEIGHT	6. COMBINED MPG OR PER EPA RATING	7. AVG MILEAGE PER MONTH	8. CHASSIS NUMBER
ENGINE SIZE (cubic inch     displacement	10. DATE RECEIVED	11. SOURCE OF ACQUISITION	12. MANUFACTUER
13. TYPE CARBURATOR	14. TYPE TRANSMISSION	15. NO. CYLINDERS	16. TYPE FUEL
17. ACCESSORY EQUIPMENT	18. PASS. CARRYING ID (if applicable)	19. OTHER IDENTIFIER (if applicable)	20. MAINTENANCE RSEOURCES
DATE	NAME AND GRADE	SIGN	ATURE
DEPT. OF TRANSP., USCG -	CG-4327 (REV. 5-80)		

PREVIOUS EDITION IS OBSOLETE (ITEMS 11-20 MUST BE FILLED OUT IN CODE)

REVERSE OF CG-4327 (REV. 5-80)

DISTRIBUTION:	Rec	ord	t Commander co		
II. DISPOSITION	DATA	(Fill in upon dis	sposition by sale,	scrapping, e	tc.)
FINAL DISPOSITIO	N OF	ENDING MILEAGE	BOARD OF SURVEY	REPLACEMENT REQUIRED	DATE
Decree of the second					MO DAY YR
CODE CONDITION	REMAR	KS:			
DATE	NAME	AND GRADE		SIGNATURE	

#### **RESOURCE CODES FOR COMPLETION OF CG FORM 4327**

# **ACQUISITION CODES**

- 01 Commercial Lease
- 02 GSA Leased General Purpose
- 03 CG Owned General Purpose
- 04 CG Owned SPME

## **MANUFACTURER'S IDENTIFICATION CODE**

<b>MANUFACTURER</b>	<b>CODE</b>	<b>MANUFACTURER</b>	<b>CODE</b>
Chevrolet	01	Lincoln	12
Ford	02	Cadillac	13
Plymouth	03	International	23
Dodge	04	GMC	24
Pontiac	07	AM General	25
Oldsmobile	08	FWD	37
Mercury	09	Blue Bird	38
Buick	10	Cushman	40
Chrysler	11	Miscellaneous.	
		(Automobiles, Trucks,	
		Travelers, etc)	99

# TYPE CARBURETOR CODE

One Barrel 01

Two Barrel 02

Four Barrel 04

Fuel Injection 05

### **TYPE FUEL**

Gas 01

Diesel 02

## **RESOURCE CODES FOR COMPLETION OF CG FORM 4327**

## **TYPE TRANSMISSION**

Automatic	01
Manual three speed	03
Manual four speed	04
Manual five speed	05
Other	06

### **ACCESSORY EQUIPMENT CODES**

Automatic Transmission	A
Air Conditioning (A/C)(Trucks only)	В
Canopies Truck Cargo, less than 12,500 GVW light	E
Truck Cargo, heavy	F
Power Winch	
PTO-Type	G
Electric	Н
Lift Gate	
Capacity 2,000 lbs or less	J
Capacity 2,000 lbs or over	K
Snow Plow	
7-to-10 ft Blade	L
10 ft Blade	M
Radios, Commercial Band	N
Heater Auxiliary	W
Auxiliary Gas Tanks	X

# **MAINTENANCE CODE**

- 01 Commercial Contract
- 02 In House Maintenance
- 03 GSA Interagency Maintenance

# **CONDITION/DEFINITIONS CODES FOR DISPOSITION**

N-1 New-Excellent. New or unused property in excellent condition. Ready for use and identical or interchangeable with new items delivered by a manufacturer or normal source of supply.

- **N-2** New-Good. New or unused property in good condition. Does not quite qualify for N-1 (because of slightly shopworn, soiled, or similar), but condition does not impair utility.
- **N-3** New-Fair. New or unused property in fair condition. Soiled, shopworn, rusted, deteriorated, or damaged and its utility is slightly impaired.
- **N-4** New-Poor New or unused property so badly broken, soiled, rusted, mildewed, deteriorated, damaged, or broken and its utility is seriously impaired.
- **E-1** <u>Used Reconditioned-Excellent</u>. Used property but repaired or renovated and in excellent condition.
- **E-2** <u>Used Reconditioned-Good</u>. Used property which has been repaired or renovated, and while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.
- **E-3** <u>Used-Reconditioned-Fair</u>. Used property which has been repaired or renovated but has deteriorated since reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in the near future.
- **E-4** <u>Used-Reconditioned-Poor.</u> Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear-and- tear, corrosion, exposure or mildew.
- **O-1** <u>Used-Usable Without Repairs-Excellent.</u> Property has been slightly or moderately used, no repairs required and still in excellent Condition.
- **O-2** <u>Used-Usable Without Repairs-Good.</u> Used property, more worn than 0-1 but still in good condition with considerable use left before any important repairs would be required.
- **O-3** <u>Used-Usable Without Repairs-Fair</u>. Used property which is still in fair condition and usable without repairs. However, property is somewhat deteriorated, with some parts (or portion) worn and should be replaced.

- **O-4** <u>Used-Usable Without Repairs-Poor</u>. Used property which is still usable without repairs but in poor condition and undependable or uneconomical in use. Parts are badly worn or deteriorated.
- **R-1** <u>Used-Repairs Required-Excellent</u>. Used property, still in excellent condition, but requires minor repairs. (repairs would cost not more than 10% of standard price).
- **R-2** <u>Used-Repairs Required Good</u>. Used property, in good condition but requires considerable repairs. Estimated cost of repairs would be from 11% to 25% of standard price.
- **R-3** <u>Used-Repairs Required-Fair</u>. Used property, in fair condition but extensive repairs required. Estimated repair cost would be From 26% to 40% of standard price.
- **R-4** <u>Used-Repairs Required-Poor.</u> Used property, in poor condition and requiring major repairs. Badly worn, and would still be in doubtful condition of dependability and economy if repaired. Estimated repair cost between 41% to 65% of standard price.
- No further Value or use as originally intended but of possible value other than scrap/salvage. Personal property that has some value in excess of its basic material content but is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other Federal agency). In addition, its repair or rehabilitation for use as a unit is clearly impracticable. Repair or rehabilitation is estimated to cost in excess of 65% of standard price. SCRAP Material that has no value except for its basic material content.

#### GSA EQUIPMENT CODES

		<u>Senger</u>	1	ICLES (SED				Test
SEDAN		ompact	Compact	Midsize	Large	Medium	Heavy	Vehicle
Standar			1000	4400	4.400		4440	
Equipme	nt	1300	1200	1100	1400	1430	1440	1900 1901 or
W/PB, P	S	1301	1201	1101	1401	1431	1441	AC
W/PB, P		1302	1202	1102	1402	1432	1442	1902 & AC
Law Enf			1202	1120	1420			
Law Enf				1121	1421			
Leased '	Vehicl	es						1909
6 DAY w	/a	STAT	ION WAGON	ם עווא סיו				
6 PAX W							2200	2200
W/DB D	/Stanc	dard Equ	ipment		2100	2110	2200	2300
W/ED, E	stand S, or	-	ipment				2200	2300
W/PB, P	s, or	AC	ipment		2100	2110		
	s, or	AC	ipment		2100	2110	2201	2301
W/PB, P	S, or	AC	ipment		2100 2101 2102	2110 2111 2112	2201	2301
W/PB, P	S, or S & AC	AC			2100 2101 2102 2105	2110 2111 2112 2115	2201 2202 2220	2301 2302 2320
W/PB, P 6 PAX 6 PAX w	S, or S & AC	AC			2100 2101 2102 2105 2106	2110 2111 2112 2115 2116	2201 2202 2220	2301 2302 2320

# GSA EQUIPMENT CODES

PASSENGER (PAX) VEHICLES (SED.	ANS AND	STATION W	AGONS)		
				Test	
SEDAN Subcompact Compact Midsize	Large	Medium	Heavy	Vehicle	
Law Enforcement					
8 PAX			2230	2330	
8 PAX w/AC			2231	2331	
BUSES-ELEVEN OR MORE PASSENGER (I	PAX) AND	EMERGENCY	<u> </u>	ES	
Non Air	Air C	<u>onditionin</u>	g Cond	itioning	
Station Wagon 11-16 Adult PAX		3200		3201	
Carryall Van Bus 11-16 Adult PAX	ļ	3210		3211	
Carryall Van Bus Marshall		3215		3216	
School Maximum 24 Child (16 Adult) PAX		3220		3221	
School Maximum 30 Child (20 Adult) PAX		3225		3226	
School Maximum 36 Child (24 Adult) PAX		3230		3231	
School Maximum 48 Child (32 Adult) PAX		3235		3236	
School Maximum 54 Child (36 Adult) PAX		3240		3241	
School Maximum 60 Child (40 Adult) PAX		3245		3246	
School Maximum 66 Child (44 Adult) PAX		3250		3251	
School Maximum 61 Child (41 Adult) PAX					
(10-rows including rear bench)		3260		3261	
School Maximum 73 Child (49 Adult) PAX			-	2055	
(12-rows including rear bench)		3265		3266	
School Maximum 79 child (53 Adult PAX		2070		2221	
(13-rows including rear bench)		3270		3271	
Transit Maximum 45 Adult PAX		3280		3281	
Transit Maximum 53 Adult PAX		3285		3286	
Intercity Maximum 45 Adult PAX		3290		3291	
Maximum 53 Adult PAX 3295		3295		3296	
AMBULANCE AND SPECIAL MEDICAL VEHICLES  Non Air  Air Conditioning Conditioning					
Non Air	AII C	3200	g conc	3201	
Station Wagon 11-16 Adult PAX		3210		3211	
Carryall Van Bus 11-16 Adult Pax		3215		3216	
Carryall Van Bus Marshall		3220		3221	
School Maximum 24 Child (16 Adult) PAX		3100		3101	
Metropolitan 1-patient		3110		3111	
Metropolitan 2-Patient		3115		3111	
Bus-Ambulatory 11-16 PAX		3120		3121	
Station Wagon Conversion		3130		3131	
Carryall/Panel Conversion LD		3140		3141	
Carryall/Panel Conversion HD		3150		3151	
Carryall/Panel Conversion Rescue Wagon		3160		3161	
Field Ambulance 4X4		3175		3176	
Bus Ambulatory Med-Evac	_	3180		3181	
Ambulance, Modular		2100		TOT	

GSA EQUIPMENT CODES  TRUCKS CARGO LESS THAN 12,000 GVW						
						REAR WHEEL DRIVE 4X2 ALL WHEEL DRIVE 4
	5,000 to 5,999	6,000 to	7,000 to 12,000	5,000 to 5,999	6,000 to 6,999	7,000 to 12,000
Truck: Utility	4100	4200	12,000	6100	6200	12,000
Truck: Utility HD	4101	1200		6101		
Truck: Utility	4100	4200	-	6100	6200	
Truck: Utility HD	4101			6101		
Truck: Pickup (FC)	4105	4205				
Van-Panel	4110	4210	4310		1	
Van-Panel W/W	4111	4211	4311			
Van-Panel Prisoner	4112	4212	4312			
Carryall-Van Wagon	4115	4215	4315			
Sedan Delivery W/W	4125					
Sedan Delivery M/s	4126					
Sedan Delivery L/E	4127		<u> </u>			
Truck: P/U (std)	4150	4250	4350	6150	6250	6350
Truck: P/U (hd)	4151		4351			6351
Truck: C/C 4 DR	<del> </del>	4252	4352	-	6252	6352
Truck: P/U Dump	4153	4253	4353	6153	6253	6353
Truck: P/U W/Camper	4154	4254	4354	6154	6254	6354
Truck: W/Util MX BD	4155	4255	4355	6155	6255	6355
Truck: C/C W/MX BD		4256	4356		6256	6356
Truck: Survey 2 Dr	4157	4257	4357	6157	6257	6357
Truck: C/C W/Camper		4358				
Truck: Panel	4160	4260	4360	6160	6260	
Truck: Multistop	4165	4265	4365			
Truck: Multistop HD			4366			
Truck: Cab & Chasis	4170	4270	4367	6170	6270	6370
Truck: Cab & Chassis HD				4371		6371
Truck: Carryall	4175	4275	4375	6175	6275	6375
Truck: Stake & Platform 9'	T	4280	4380		6280	6380
Truck: Stake & Platform 12'				4381		6381
Truck: Stake Dump 9'	1		4285	4385	6285	6385
Truck: Stake Dump 12'				4386		4386
Truck: Cab Dump 1-1 cu. yd				4390		6390
Truck: Cab w/ 9' Van Body				4395		6395
Truck: Cab w/ 12' Van Body	T			4396		6395

GSA EQUIPMENT CODES					
TRUCKS CA	ARGO MORE	THAN 12,	000 GVW		
		•			
RE	AR WHEEL	DRIVE 4X	2		
	12,500	15,000	17,000	19,000	21,000
	to	to	to	to	to
	14,999	16,999	18,999	20,999	23,999
Truck: Cab & Chassis	7100	7105	7110	7115	7120
Truck: Stake & Platform	7200	7205	7210	7215	7220
Truck: Stake Dump	7300	7305	7310	7315	7320
Truck: Cab & Van Body	7400	7405	7410	7415	7420
Truck: Dump 1-1 cu. yd		7800			
Truck: Dump 2-3 cu. yd.			7805		
Truck: Dump 3-5 cu. yd.			7810	7815	7820
Truck: Tractor	7900	7905	7910	7915	7920
		•	*	•	
TRUCKS CAR	GO 12,00	0 THRU 23	,999 GVW	1	
	•		•		
ALL WHEEL DRIVE 4X4					
	12,500	15,000	17,000	19,000	21,000
	to	to	to	to	to
	14,999	16,999	18,999	20,999	23,999
Truck: Cab & Chassis	7104	7109	7114	7119	7124
Truck: Stake & Platform	7204	7209	7214	7219	7224
Truck: Stake Dump	7304	7309	7314	7319	7324
Truck: Cab & Van Body	7404	7409	7414	7419	7424
Truck: Dump 1 - 1 cu. yd		7804			
Truck: Dump 2 - 3 cu. yd			7809		
Truck: Dump 3 - 5 cu. yd			7814	7819	7824
Truck: Tractor	7904	7909	7914	7919	7924

GSA EQUIPMENT CODES					
TRUCKS CARGO 24,000 THRU 37,000 GVW					
ALL V	WHEEL I	RIVE 4X4	ļ		
	24,000		30,000	34,000	
	to		to	to	OVER
	26,999		33,999	36,999	37,999
	8100	8105	8110	8110	8155
	8200	8205	8210	8215	8255
	8300	8305	8310	8315	8355
	8400	8405	8410	8415	8455
Truck: Dump 4-6 cu. yd	8800				
SPECIAL PURPOSE		ZED EQUI	PMENT (SI	PME)	110
Truck: Tank 500 gl.	9001		ļ	ļ	10
Truck: Tank 1000 gl	9002			<b></b>	10
Truck: Tank 3000 gl.	9005			<u> </u>	10
Truck: Wrecker 10-25 tn 900					10
Truck: Crane Mounted 30 tn 9019				-	10
Truck: Fire Pumper 300 GPM	9021		<u> </u>		10
Fruck: Fire Pumper 500 GPM 9022					10
Truc9k: Fire Pumper 750 GPM 9023				ļ	10
	ruck: Sprayer Portable 9036				10
Truck: Garbage 20 cu.yd 9048					10
Truck: Survey Laboratory 9055					10
Truck: Snow Plow W/Dump 9059					10
Truck: Mobile Laboratory	9061				
Truck: Fuel Storage 5,000+	9062				10
Fruck: C&C Aerial Platform 9063 Fruck: Forklift all type 9098					15
				<u> </u>	10
					10
Trailer (tilt) 2 to 4 wheel Trailer Stake & Platform	9107				10
Semitrailer Tandem Axle 50K					10
Semitrailer Tandem Axie 50k Semitrailer Fuel Tanker	9248		ļ	<del> </del>	10
	9999			<del> </del>	15
Misc 9999 15					

#### **GLOSSARY**

<u>ACQUISITION</u> means vehicles that are purchased, obtained from excess property, leased or rented. It also includes vehicles obtained from the General Services Administration (GSA) Interagency Fleet Management System (IFMS).

<u>ACQUISITION COST</u> means the purchase price of a GSA or commercially leased, rented or CG owned motor vehicle.

<u>ADMINISTRATIVE USE</u> means the normal application of a motor vehicle, (assigned on the basis of formal GSA/CG authorization documents) to provide transportation support for a unit.

<u>ADVANTAGEOUS TO THE GOVERNMENT</u> means that providing home-to- work transportation is clearly to the benefit of the Government rather than being for the personal comfort and convenience of the employee or contractor. AREA A means a defined IFMS geographic service area with boundaries within a 50 mile radius of a GSA IFMS Fleet Management Center (FMC). AREA B means the remaining areas not included in area A geographic service or areas isolated from GSA IFMS support.

**ASSIGNED VEHICLES** means GSA or DOT vehicles permanently assigned to a unit. C G means Coast Guard.

<u>CLEAR AND PRESENT DANGER</u> means those highly unusual circumstances which presents a threat to the physical safety of the employee's person or property under circumstances where the danger is real, not imaginative, immediate or imminent, not merely potential, and a showing is made that the use of a Government passenger carrier would provide protection not otherwise available.

<u>COMMERCIAL LEASE</u> is a method of obtaining a vehicle by contract from a commercial vendor for a period of sixty (60) or more continuous days.

<u>COMPELLING OPERATIONAL CONSIDERATION</u> means those circumstances where the provisions of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal Agency's efficiency and economy.

**CONTRACTOR** means civilian company and their employees working under Government contract

**<u>DOMICILE</u>** means a place of permanent residence, regardless of where located, excluding temporary duty residences.

**<u>DEPARTMENTAL ELEMENT</u>** means the operating administrations and the Office of the Secretary (OST). DOT means the United States Department of Transportation.

**<u>DISPATCH LOGS</u>** are logs to record utilization, acquisition and maintenance cost data for all CG owned, GSA, and commercially leased vehicles. They shall be kept on file for three years.

**DISPATCHED VEHICLE** means a vehicle assigned on a daily lease from GSA IFMS FMC.

**EMERGENCY** means those circumstances which exists whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission.

**EMPLOYEE** means employees of the Federal Government and includes officers and enlisted members of the Armed Forces and employees of CG non-appropriated fund instrumentality. (For the purpose of this Manual CG contractors are subject to the same requirements unless otherwise noted in the terms of the contract).

**<u>FIELD WORK</u>** means any official business performed by an employee or contractor at a work site away from his/her official duty station.

<u>FULLY PARTICIPATING</u> means all Government motor vehicles subsequently acquired for official purposes which are stored, garaged, or operated within the defined mandatory use service area. Vehicles shall be consolidated, operated, and controlled by the IFMS.

**GENERAL PURPOSE MOTOR VEHICLE** means a commercially manufactured self-propelled motor vehicle, designed for highway transportation of personnel and cargo. The definition includes any general purpose motor vehicle which has undergone a temporary modification to meet seasonal or other special needs, e.g., a vehicle equipped with a snow plow only during the winter months.

**GSA** means General Services Administration.

<u>GSA FORM 494</u> is the monthly motor vehicle mileage report required on GSA leased vehicles assigned to CG units.

**GOVERNMENT MOTOR VEHICLES** means all Government owned, leased, or commercially rented motor vehicles operated by CG employees or Government contractors.

**GOVERNMENT NATIONAL CREDIT CARD (SF-149)** are used for purchasing authorized services and repairs for motor vehicles.

**HOME-TO-WORK TRANSPORTATION** means transportation from home to their place of employment and return for persons attached to or employed by the CG.

**INCIDENTAL OPERATORS** means any employee, other than one assigned to an operator position who is required to operate a motor vehicle in order to properly carry out the assigned duties.

<u>INTERAGENCY FLEET MANAGEMENT SYSTEM FLEET MANAGEMENT CENTER</u> (<u>IFMS FMC</u>) means a GSA facility where government employees can obtain general purpose motor vehicles (formerly known as the GSA Interagency Motor Pool).

<u>MAINTENANCE</u> means those actions taken to maintain motor vehicles or Special Purpose Motorized Equipment (SPME) in a safe and serviceable condition.

<u>MILITARY VEHICLES</u> means vehicles designed in accordance with military specifications. i.e., M-35A2, M-37B1, M-151A1, etc.

**MORAL, WELFARE AND RECREATION (MWR)** This program provides CG personnel and their dependents varied types of wholesome and constructive off-duty leisure activities.

<u>MOTOR FLEET ADMINISTRATOR (MFA)</u> means the Headquarters office or division having those responsibilities set forth in chapter 1 C.1. is designated as the Motor Fleet Administrator.

**MOTOR FLEET MANAGER (MFM)** means the staff position assigned to Area, Maintenance and Logistics Command (MLC), District, and Headquarters units to carry out those responsibilities set forth in chapter 1. C. 2.

<u>MOTOR VEHICLE ACCIDENT</u> means any accident causing death, personal injury, or property damage involving a U.S. Government motor vehicle.

<u>MOTOR VEHICLE DATABASE(MVD)</u> is a computerized database used to monitor vehicle inventories, utilization rates and under utilization justifications.

**MOTOR VEHICLE MISHAP** means an incident involving the operation of any motor vehicle (general or special purpose) that results in injury, occupational illness, death or property damage.

<u>OFFICIAL USE/PURPOSE</u> means CG owned, GSA IFMS or commercially leased vehicles used for official business by CG and civilian contract personnel in the accomplishment of CG missions.

**OPTIONAL FORM (OF-346)** is the United States Government Motor Vehicle Operator's Identification Card.

<u>PLACE OF EMPLOYMENT</u> means a place within the community where an employee performs his/her business, trade, or occupation. The term includes but is not limited to an official duty station, home base, headquarters, or place where an employee is assigned to work.

**RESIDENCE** means the primary place where an employee lives and from which the employee commutes to his/her place of employment.

**SPECIAL PURPOSE MOTORIZED EQUIPMENT (SPME)** is the term applied to commercially manufactured self-propelled motorized equipment designated for a specific purpose, i.e., fire engines, rotary snowplows, road graders, line trucks, forklifts and other motorized vehicles with permanently mounted specialized equipment.

<u>SUBSTITUTE VEHICLE</u> means a vehicle used to replace a permanently assigned vehicle that is in for maintenance, inspection or repair.

<u>TEMPORARY ASSIGNED DUTY (TAD)</u> Approval of Government motor vehicles used by employees or contractors on temporary travel orders shall be made by employees designated to authorize official temporary travel, according to Civilian Travel Manual DOT 1500.6 (series).

**TRAILERS** are various types of equipment designed to be drawn by motor vehicles, but are not Motor Vehicles:

- 1. <u>General Purpose Trailers</u> are commercially manufactured trailers designed for highway transportation of general cargo and equipment.
- 2. <u>Special Purpose Trailers</u> are commercially or custom manufactured trailers designed for specific purposes shown below:
  - a. Trailer mounted electric generators, welders, air compressors, sprayers, tar pots, etc., and trailers designed as an integral part of such equipment
  - b. Trailer equipment specifically designed for the maintenance and ground support of aircraft and avionics equipment.

**USCG** means United States Coast Guard.

<u>VEHICLES</u> are defined as general or special purpose motorized equipment SPME (Passenger automobiles, military vehicles, or SPME, cushmans, forklifts, or trucks over 5,000 lbs).

**VEHICLE ABUSE** means vehicle is used for a purpose that exceeds the limitations for which it was designed.

**VEHICLE MISUSE** means unauthorized use of a Government vehicle.

<u>VEHICLE RENTAL</u> is a method of obtaining a vehicle from a commercial vendor for a period of less than 60 days.

# EXHIBIT LISTING

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